

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND  
INSTRUCTION 36-2001**

**1 October 1999**

**Personnel**

**AFR RECRUITING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFRESI 36-2001, 1 October 1996

Certified by: HQ AFRC/RS  
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Pages: 156  
Distribution: F

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The purpose of this instruction is to provide necessary procedural guidance for Air Force Reserve Recruiting personnel to recruit qualified persons to meet Air Force Reserve (AFR) manning requirements without regard to race, color, religion, sex, or national origin. Within the scope of the numbers desired and special program requirements, quality is the prime consideration. This AFRCI implements Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*, and is subordinate to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force*. It does not apply to Air National Guard (ANG) units and members. Failure to observe the prohibitions and mandatory provisions in **Chapter 1** may result in punishment under Article 92, or other articles, of the *Uniform Code of Military Justice* (UCMJ). Refer questions or suggested changes to Headquarters Air Force Reserve Command Recruiting Operation (HQ AFRC/RSOO), 155 Second Street, Robins AFB GA 31098-1635.

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Refer to **Attachment 1** for Glossary of References and Supporting Information.

**SUMMARY OF REVISIONS**

This revision has substantial changes and must be completely reviewed. It includes many changes, due to rearranging format and information from the initial publication of AFRESI 36-2001, 1 October 96, to meet the HQ AFRC instruction format.

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## Chapter 1

### STANDARDS OF PROFESSIONAL CONDUCT

**1.1. Standards.** This chapter provides standards of professionalism and integrity for Air Force Reserve (AFR) recruiters. Malpractice, misconduct, and irregularities by recruiting personnel will not be tolerated. Recruiting personnel who violate any standard are subject to disciplinary action under the *Uniform Code of Military Justice (UCMJ)*, Article 92. Recruiting personnel must report actual or suspected recruiting malpractice, misconduct, or irregularities to their senior recruiter. The recruiting commander (AFR-CRCS/CC) initiates inquiries into all allegations of professional misconduct.

**1.2. Recruiting Malpractice.** Recruiters will not conceal or conspire to conceal a disqualifying factor; an action to qualify an ineligible applicant in violation of directives.

1.2.1. Do not mislead or misinform a prospect or applicant regarding any aspect of recruiting policy, procedures, entitlements, benefits, or any intentional misinformation designed to induce an applicant to apply for or accept enlistment, commissioning, or appointment.

1.2.2. Do not initiate any action to influence attorneys, law enforcement officials, or judicial authorities to release, dismiss, drop charges, or otherwise mitigate dispositions in order to qualify an individual for accession to the AFR. Recruiting personnel will not accompany applicants to court.

**1.3. Recruiting Misconduct.** Recruiters will maintain high standards of conduct and be totally professional in their relationships with applicants.

1.3.1. Do not release any applicant information to agencies or persons outside the Department of Defense (DoD). Refer inquiries to the senior recruiter.

1.3.2. Do not become involved or otherwise assist in General Educational Development (GED) testing of individuals beyond advising them to contact the nearest state education official authorized to administer the GED test. Do not advise potential applicants on obtaining other alternative credentials.

1.3.3. Do not attempt to develop or maintain an intimate personal relationship with applicants (such as making sexual advances toward applicants or seeking or accepting sexual advances from applicants).

1.3.4. Do not date any applicant whose processing has not been terminated by the applicant's withdrawal from processing (no longer interested), or by failure to meet accession requirements (disqualification).

1.3.5. Do not use rank or position, threats, pressure, or promise the return of a favor or favorable treatment in an attempt to gain sexual favors from applicants.

1.3.6. Do not use personal resources to provide applicants with lodging or transportation.

1.3.7. Do not accept an applicant's personal belongings or household goods for storage or any other reason.

1.3.8. Do not sponsor an alien for permanent residence by citing the AFR as a prospective employer.

1.3.9. Recruiters may answer correspondence from an overseas APO or FPO address. Forward foreign correspondence received from a non-APO or non-FPO address to HQ AFRC/RSOO.

**1.4. Referring Complaints.** Do not advise, instruct, or otherwise assist persons with policy and procedure complaints in contacting the AFR liaison at Lackland AFB TX, HQ AFRC, or congressional representatives. Refer such persons to the recruiter's immediate supervisor or senior recruiter. Do not release the personal phone numbers of recruiting personnel.

**1.5. Referring Inquiries.** Refer official inquiries, allegations, or complaints received directly from AFR members, parents, legal officials, or legislative representatives from any level of government to the senior recruiter. For congressional inquiries, senior recruiters contact their Numbered Air Force (NAF) RS staff. The NAF RS staff will contact HQ AFRC/RSOO.

**1.6. HQ Recruiting Service Inquiries .** When asked, provide information directly to HQ NAF/RS or HQ AFRC/RS staff as directed. After providing information, brief the senior recruiter to ensure officials within the chain of command are made aware of the circumstances.

**1.7. Personnel Information Files (PIF).** Senior recruiters may maintain PIFs on all subordinate personnel, according to current directives.

**1.8. Basic Military Training (BMT) Elimination.** If a BMT elimination is traced to recruiter lack of responsibility or negligence (failure to follow HQ AFRC/RS guidance on NPS enlistee follow-up), accession credit may be removed and appropriate training/counseling provided.

## Chapter 2

### RECRUITER MANAGEMENT GUIDANCE

**2.1. Recruiting Standards.** This chapter provides directives for recruiter management items.

**2.2. Interservice Recruitment Committee (IRC).** Senior recruiters will attend IRC or Enlisted IRC/MEPS Liaison meetings. Although senior recruiters are nonvoting members of the IRC, it is still important they attend meetings. If temporary duty, leave, or other duties prohibit attendance, a designated individual should attend.

**2.3. Goal Allocation.** Goaling procedures and goal allocation are described in AFRCI 36-2002, *Recruiting Goal Development and Allocation and Accession Reporting Procedures for the Air Force Reserve*.

**2.4. Recruiting Awards Program.** Awards that support the mission of the AFR recruiting service are described in AFRCI 36-2809, *Awards, Ceremonies and Honors, Air Force Reserve Recruiting Awards Program*.

**2.5. Enlisted Incentive Programs .** The AFR Enlistment Incentive Program aids recruiters in accessing qualified individuals into critical skills not adequately manned. Critical skills recruiting should hold a high priority with all recruiters. They must understand and actively sell the incentives available. For specific information concerning incentive programs, refer to AFRCI 36-2603, *Air Force Reserve Enlisted Incentives*. Questions should be directed to the local Military Personnel Flight (MPF).

**2.6. Recruiting Zones.** Senior recruiters must establish a distinct and separate recruiting zone (area of responsibility) for each individual line, or physician recruiter assigned a goal. Each HQ NAF/RS will ensure senior recruiters coordinate all recruiting zone changes with HQ AFRC/RSOO.

2.6.1. Each production recruiter, including office managers, is individually responsible for effectively working his/her zone, e.g., mail-outs (ARPC, DMDC, ASVAB), school program, etc.

2.6.1.1. In-Service Recruiters (ISR) should not be assigned individual recruiting zones, as their responsibilities lie with their active duty separatee market. In unique circumstances, ISRs may have an assigned recruiting zone due to being the only AFR recruiter in a geographic area, or if diminishing separatee markets dictate. ISRs may, however, assist the OL in refining line leads as workload demands.

**2.7. Prospecting.** Senior Recruiters will ensure recruiters under their control establish aggressive programs to obtain names, addresses, and phone numbers of as many age and program qualified persons in their area as possible. Recruiters must effectively work available prior service and non-prior service programs to maximize success (e.g., schools, DMDC/ARPC rosters, active duty separations from all services, perpetuation, COI events, etc.) Senior Recruiters must actively supervise their recruiters' programs (For example: regularly review In Service Recruiter (ISR) rosters, school folders, monitor NPS production by source school, scheduled mail-outs and follow-up phone calls, confirm perpetuation, check planning guide usage, review Prospect Interview Records (PIRs), evaluate lead refinement, etc.).

2.7.1. Line and Medical school programs are administered as follows:

2.7.1.1. Line recruiters will establish an AFRC Form 139, **School Program Folder** on each school/program they are responsible for, prior to the beginning of each school year. This will ensure current information about the staff, student population, and projected events. Place **Armed Services Vocational Aptitude Battery** (ASVAB) and senior lists in the AFRC Form 139 for future reference and refinement. This program, though geared to the high schools, may include vocational schools and colleges. Recruiters should attend interviews in school career counseling departments and special events such as job fairs. Additionally, supervisors will accompany recruiters on at least one school visit during the current school year to ensure activities are student-centered and productive.

2.7.1.2. Health Professions (Physician/Allied) senior recruiters ensure meaningful visitation programs are conducted to guarantee sufficient candidates are available to fill medical unit and Individual Mobilization Augmentee (IMA) vacancies. They ensure recruiter's visits establish a positive relationship with individuals in authority at these institutions. Residency program contacts and visits are essential to publicize medical Reserve component incentive programs, such as the Air Force Ready Reserve Stipend Program (AFRRSP). At Medical Treatment Facilities (MTFs), these visits inform health professionals about AFR opportunities. Senior Recruiters will periodically accompany recruiters on school and residency program visits to ensure activities are productive.

**2.8. Leads.** Leads obtained from any source must be refined using the AFRC Form 139a, **Lead Refinement Record**, or computer generated product. Lead refinement is considered complete when the recruiter has either conducted an interview with the applicant or is convinced the individual is not qualified for, or not interested in joining the AFR. The recruiter must document the reason. For recruiters who do not meet quarterly/monthly goals, priority one leads will then be reviewed by the senior recruiter or designated individual, prior to closing the lead. Lead tracking data should be maintained for current and previous fiscal year. Because leads come from several different sources, the following priorities are established:

2.8.1. Priority one leads for Line Recruiters and Physician Recruiters (see paragraph [2.8.1.2.](#) for ISR) are normally acquired through:

2.8.1.1. Direct referrals.

2.8.1.1.1. Recruiter-generated mail (RGM) program (mail-back card).

2.8.1.1.2. ARPC Individual Ready Reserve (IRR)/DMDC mail-out replies.

2.8.1.1.3. HQ AFRC/RS-provided national 1-800 phone number and worldwide web leads.

2.8.1.1.4. HQ AFRC/RS-provided test qualified/military interested institutional ASVAB leads. (Line Recruiters: within 100-mile radius of the Main Operating Location (MOL) recruiting office.)

2.8.1.1.5. Prospective applicant center of influence (COI) events.

2.8.1.1.6. Supervisors are authorized to assign any other lead into the priority one category. Recruiters will attempt to contact all priority one leads within 5 workdays of receipt.

2.8.1.1.7. High school juniors, who pass the ASVAB and indicate military interest, but are not within 365 days of graduation, should be contacted within 10 workdays of receipt.

2.8.1.2. ISR priority one leads are all eligible separatees listed on the active duty MPF Desire Roster. Members will be contacted according to required standards, based upon projected separation dates.

2.8.2. Priority two leads are normally acquired through:

2.8.2.1. Priority two (NPS) leads for Line Recruiters are qualified institutional ASVAB leads, "other than military-interested," and other HQ AFRC/RS-provided leads (e.g., Air Force Opportunity Center, Joint Recruiting Advertising Program, etc.). These leads will be contacted according to supervisor instructions, but must not be ignored.

2.8.2.2. Priority two (PS) leads for Line Recruiters are any qualified individuals, not meeting priority one lead criteria. These leads will be contacted according to supervisor instructions, but must not be ignored.

2.8.2.3. Physician Recruiters priority two leads consist of lists of people reflecting basic educational qualifications; that is, residency lists or fully qualified physicians (PS or NPS), and HQ AFRC/RS-provided leads (e.g., Air Force Opportunity Center, Joint Recruiting Advertising Program, worldwide web, etc.). These leads will be contacted according to supervisor instructions, but must not be ignored.

2.8.3. Priority three leads for Line Recruiters are those other leads not assigned to priority one or priority two. These leads will be contacted according to supervisor instructions, as priorities dictate.

2.8.3.1. Physician Recruiters priority three leads consist of school, state license, or American Medical Association lists, and all other leads not assigned to priority one or two. These leads will be contacted according to supervisor instructions, as priorities dictate.

**2.9. Production Evaluations.** Production evaluations are performed to identify possible reasons for sub-standard performance. These evaluations will include a plan to correct the identified deficient activities.

2.9.1. In most cases, the immediate supervisor conducts the evaluation; however, the recruiting commander (Director of Recruiting) may designate someone else.

2.9.2. Reasons for production evaluations are as follows:

2.9.2.1. For line recruiters who are not in training, a production evaluation may be warranted when production falls below established standards. Supervisors should conduct a production evaluation if production is below standard for 3 months. If production remains below standard for 6 months, the suspense for evaluation may come from HQ AFRC/RSOO.

2.9.2.2. For ISRs not in training, a production evaluation is warranted when production falls below established standards. Supervisors should conduct a production evaluation if production is below standard for 90 days. If production remains below standard for 1 fiscal year, the suspense for evaluation may come from HQ AFRC/RSOO, following validation of actual recruitable separatee data.

2.9.2.3. For physician recruiters not in training, a production evaluation is warranted when production falls below established standards. Supervisors should conduct a production evaluation if production is below standard for 90 days. If production remains below standard for 1 fiscal year, the suspense for evaluation may come from HQ AFRC/RSOO/RSOH, following validation of actual unit manning and IMA program opportunity.

2.9.3. Production evaluations must be of sufficient depth to determine if a problem exists. Evaluations should include, but are not limited to:

2.9.3.1. An analysis of current market.

2.9.3.2. An evaluation of previous training provided. This evaluation must be comprehensive and include a performance and observation evaluation.

2.9.3.3. An evaluation of the recruiter's activities (lead generation/follow-up, personal interview records, school program, planning guide, perpetuation, testing, processing, etc.) to determine which areas contributed to the substandard performance.

2.9.3.4. A personal counseling session to determine if personal problems or attitude may be contributing causes. If no problems exist, put a statement on the evaluation. For example, "No personal problems contributed to performance deficiencies." Document the counseling sessions on AF Form 174, **Record of Individual Counseling**.

2.9.4. Determine and implement corrective action when the production evaluation is completed and the possible reasons for substandard performances have been identified. If deficiencies are training oriented, decertify appropriate areas on the Job Qualification Standard (JQS) and document training provided on AF Form 623a, **On-The-Job Training Record Continuation Sheet**. If a decision is made to enter the individual into intensified training or decertify the recruiter, follow instructions outlined in AFRCI 36-2201, *Developing, Managing, and Conducting Reserve Recruiter Training*. If compliance oriented, document supervisor instructions on AF Form 174 (for example, mandatory office hours, mail-outs, follow-up phone calls, etc).

2.9.4.1. Individual recruiters may be placed on a monthly goal by the senior recruiter as necessary. Monthly goals are mandatory if the individual recruiter is deficient in production for two consecutive quarters.

2.9.5. Senior recruiters must ensure production evaluations are completed on a timely basis and follow-up is conducted until performance reaches an acceptable level.

2.9.6. The Operations Division and the Recruiting Superintendent reviews the evaluations for training/compliance problems and provide results to the Director of Recruiting. After review, the production evaluation is returned to the supervisor for inclusion in the individual's PIF. If a decision is made to enter the individual into intensified training and/or decertify the recruiter, follow instructions outlined in AFRCI 36-2201.

**2.10. Notary Public Service.** Recruiting personnel (all grades) who are notary publics will not use their status as notaries to administer oaths or authenticate copies of substantiating documents for any armed forces enlistment, assignment, or appointment applicant. Additionally, AFR recruiting personnel will not use other U.S. Armed Forces personnel, who are also notaries, to authenticate copies of documents used for AFR accessions.

2.10.1. AFR recruiting personnel who are commissioned officers are authorized by Title 10, United States Code (USC), Section 936 to administer oaths.

**2.11. Reimbursable Items.** When any agency requires a fee for providing information, the burden of payment rests with the applicant. When necessary and otherwise authorized, recruiters may pay the fee

and claim reimbursement using SF 1164, **Claim for Reimbursement for Expenditures on Official Business** (for example, photographic copies of vital documents for applicants).

**2.12. Notification Procedures for Human Immunodeficiency Virus (HIV) positive applicants.**

See [Attachment 2](#) for specific notification procedures.

**2.13. National Voter Registration Act (NVRA).** This Act, also known as "Motor Voter," requires recruiters to assist citizens in registering to vote. All recruiters assigned to off base offices will brief civilians on the NVRA. If anyone requests voting assistance from a recruiter located on a military installation, they should be directed to that installation voting assistance officer. See [Attachment 3](#) for specific program instructions.

**2.14. Blocking Procedures.** Recruiters must make every attempt to block positions through RMVS. If RMVS is not working or inaccurate at your location, notify HQ AFRC/RSOO for help to make it an effective program. While RMVS is not working, recruiters may use other means (e.g. telephone, e-mail, face-to-face contact, etc.) to search for vacancies.

## Chapter 3

### QUALIFICATION AND INTERVIEW

**3.1. Eligibility Requirements.** Applicants must meet all eligibility requirements identified in this instruction. Question the applicant to determine if they meet standards of basic eligibility. Use the AFR recruiting acronym “CCMAPPEDDS” as a guide. Tactfully dismiss unqualified applicants unless they request a waiver, have exceptional qualifications, the waiver is authorized, and accession of the applicant would be in the best interests of the AFR. Waivers are processed as outlined in [Table 11.1](#). In questionable cases, use the recruiting chain of command for clarification and guidance.

**3.2. Recruiter Discretion.** Accession to the AFR Selected Reserve may be denied to any individual--although the applicant meets enlistment/appointment/assignment criteria--when, in the recruiter's judgment (with senior recruiter and wing commander concurrence), accession would not be in the best interest of the AFR. For example: Trend of missed appointments, presenting false documents, failure to disclose potentially disqualifying factors, etc. Detailed documentation of the reasons must be entered in the Prospect Interview Record (PIR) for the senior recruiter's review and signature. An entry must also be made in the PIR indicating the wing commander's concurrence. For IMA recruiter discretion decisions, contact HQ AFRC/RSOO for concurrence.

**3.3. Special Interest Requirements.** All recruiters must be knowledgeable of the following special accession guidance. They apply to all AFR accessions.

3.3.1. All recruiters must be familiar with the AFR policy on homosexual conduct. Refer to [Attachment 6](#) for detailed guidance.

3.3.1.1. Recruiters who receive information about an applicant, which may be covered by this policy, must immediately contact their senior recruiter. The senior recruiter will contact HQ AFRC/RSOO immediately for instructions on how to properly proceed in this situation. Due to the sensitive nature of this topic, senior recruiters must take steps to limit access to the details of an actual homosexual conduct allegation/disqualification to only those individuals having a direct need to be involved. After notification to HQ AFRC/RSOO, the senior recruiter will ensure their NAF/RS staff is made aware of the circumstance.

3.3.2. At the initial interview, recruiters must question applicants for misuse or delinquency of their government travel card and annotate their response on the appropriate form as required. Refer to [Attachment 7](#) for specific guidance.

3.3.3. At the initial interview recruiters must question applicants on history of UIF or similar derogatory information contained in applicants' military records and annotate their response on the appropriate form as required. Refer to [Attachment 8](#) for specific guidance.

3.3.4. On initial interview, recruiters must question applicants on any history of a conviction for a misdemeanor crime of domestic violence. Refer to [Attachment 9](#) for specific guidance.

**3.4. Applicant Screening.** Applicants will be tentatively qualified using this instruction of basic accession eligibility criteria and the specific program chapter under which they are being accessed. Use the recruiting tool “CCMAPPEDDS”--see [Attachment 1](#) for definition. These procedures describe how to interview and qualify an applicant, and are mandatory to prevent the waste of time and money.



3.4.1. Recruiters will not process applicants at all unless:

3.4.1.1. The applicant is within height/weight or body fat standards.

3.4.1.2. The applicant proves they have a SSN established in their name. Applicants who do not have a SSN should be directed to the nearest Social Security Office to register.

3.4.2. Information, using CCMAPPEDDS, may be obtained over the telephone after briefing the Privacy Act of 1974. Annotate the lead tracking system.

3.4.3. At the beginning of the initial interview, brief the applicant on the Privacy Act. Provide all applicants with a copy of the AF Form 883, **Privacy Act Statement - U.S. Air Force Application Record**.

3.4.3.1. Applicants will be briefed on the "Applicant Briefing Item on Separation Policy" ([Attachment 5](#)), prior to any processing.

3.4.4. Conduct the interview and document applicant information and responses on the AFRC Form 83 or AFRC Form 7, for Health Professions Recruiters. Processing and follow-up activities should be documented in detail in the remarks section of these forms.

3.4.4.1. Complete or obtain these documents before processing:

3.4.4.1.1. AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**. If an applicant refuses to complete the AF Form 2030, terminate the interview and tactfully dismiss the applicant.

3.4.4.1.2. Medical screening forms DD Form 2246, **Applicant Medical Prescreening Form** for all applicants, and DD Form 2697, **Report of Medical Assessment**, as applicable.

3.4.4.1.3. Responses to special interest questions (that is Government travel card, UIF, etc. listed in paragraph [3.3](#).) are recorded on the AFRC Form 83, **Prospect Interview Record (PIR)** and transferred to DD Form 1966, **Record of Military Processing--Armed Forces of the United States**, or AF Form 1288, **Application for Ready Reserve Assignment**, when appropriate.

3.4.4.2. See [Chapter 10](#) for form requirements.

3.4.4.3. During the initial interview, use [Chapter 4](#) to screen applicants for any potentially disqualifying factors, e.g., history of an Unfavorable Information File (UIF), Domestic Violence Conviction, Government travel card abuse, drugs, morals, etc. AFRC Form 102, **Application for Enlistment—Worksheet**, may be used to obtain applicant history for completing the case file.

3.4.4.4. Once tentatively qualified, provide Non-Prior Service (NPS) applicants for enlistment (not leading to commission) with a NPS Information Handout. HP recruiters provide their applicants with an AFRC Form 136, **Health Professions Officer Application Worksheet**.

**3.5. Service Credit and Military Service Obligation (MSO) Computation.** Currently, an individual's MSO starts at the time he or she first attains military status. The MSO ends if the member is discharged. However, if a discharged individual with an unfulfilled MSO later regains military status, the member incurs an MSO equal to the unfulfilled portion of the original MSO. One year enlistments are not authorized for individuals who have not completed their MSO.

3.5.1. Use Table [Table 3.1](#) for determining applicant MSO.

**Table 3.1. Determining Military Service Obligation (MSO).**

R U L E	If individual initially became a member of the U.S. Armed Forces	and is an				and the individual's age was	Then MSO is	See Notes
		Status		Gender				
		Off	Enl	M	F			
1	on or after 1 Jun 84	X	X	X	X	regardless of age	8 yrs	
2	in the DEP or USAFR Obligated Reserve Section (ORS) and that enlistment terminates by discharge without entry into active service; then the individual subsequently enlists on or after 1 Jun 84		X	X	X	regardless of age	8 yrs	
3	on or after 1 Oct 79 through 31 May 84 and enters AD without a break in service from the DEP		X	X	X	regardless of age	6 yrs	1
4	on or after 10 Nov 79 through 31 May 84	X	X	X	X	regardless of age	6 yrs	2
5	on or after 1 Feb 78 through 9 Nov 79	X	X		X	before her 26th birthday	6 yrs	3
6	on or after 10 Aug 55 through 9 Nov 79	X	X	X		before his 26th birthday	6 yrs	4
7	on or after 1 Feb 78 in a reserve component upon completing an officer training program and served 3-6 months ADT in lieu of 2 or more years EAD	X			X	before her 26th birthday	8 yrs	
8	on or after 10 Aug 55 in a reserve component upon completing an officer training program and served 3-6 months ADT in lieu of 2 or more years EAD	X		X		before his 26th birthday	8 yrs	

**NOTES:**

1. MSO is computed from date of entry on AD/EAD.
2. Excluding individuals covered by Rules 6 and 7.
3. Excluding individuals covered by Rule 6.
4. Excluding individuals covered by Rule 7.

## Chapter 4

## STANDARDS OF BASIC ELIGIBILITY

**4.1. Eligibility Requirements.** This Chapter provides standards of basic eligibility for accession to the AFR by using the recruiting “CCMAPPEDDS” format. Tactfully dismiss unqualified applicants unless they request a waiver, and the waiver is authorized. Waivers are processed as outlined in [Table 11.1](#). In questionable cases, use the recruiting chain of command for clarification and guidance.

**4.2. Conscientious Objector and Interests of National Security:**

4.2.1. Use [Table 4.1](#). for conditions of ineligibility.

**Table 4.1. Conditions of Ineligibility in the Interest of National Security.**

R U L E	Applicants are ineligible when one or more of the following conditions exist	Waiver Authorized	
		Yes	No
1	Conscientious objector or person with personal beliefs, convictions, or religious practices, which preclude unrestricted duties or assignments.		X
2	Engaged in disloyal or subversive activities, or accession is not clearly consistent with national security interests according to AFI 31-501, <i>Personnel Security Program Management</i>		X
3	An employee who is classified as a key or emergency-essential employee. (See note)		X

**NOTE:**

AFI 36-2115, Assignments within the Reserve Components, identifies those individuals in “Key Federal Positions.” This rule includes members of the Merchant Marines – who are classified as a contingency force in time of national emergencies.

4.2.2. Use [Table 4.2](#). to determine if security investigation paperwork is required.

**Table 4.2. Requirement for Security Investigation Documents (see note).**

<b>R U L E</b>	<b>If the applicant's cur- rent status is</b>	<b>and the applicant</b>	<b>then security investigation paperwork is</b>	
			<b>required</b>	<b>not required</b>
<b>1</b>	NPS	holds no military status	X	
<b>2</b>	PS	is presently on active duty in any component		X
<b>3</b>		is presently participating in the National Guard or a reserve component		X
<b>4</b>		(on date gained into the AFR) discharged for less than 24 months from active duty or participating service in any National Guard or reserve component		X
<b>5</b>		(on date gained into the AFR) has been discharged for more than 24 months from active duty or participating service in any National Guard or reserve component	X	
<b>6</b>	a non-participating member of any reserve component	(on date gained into the AFR) has been in that status for less than 24 continuous months		X
<b>7</b>		(on date gained into the AFR) has been in that status for more than 24 continuous months	X	
<b>8</b>	holds a Secret security clearance	is being accessed into a position or AFSC which requires a higher level (e.g., Top Secret) security clearance	X	
<b>9</b>	UPT/UNT	is prior service or non-prior service	X	

**NOTE:**

Applicants for appointment must satisfy the requirements of AFI 36-2005 for Personnel Security Investigations (PSI).

4.2.3. Individuals do not require a new PSI if they:

4.2.3.1. Are presently employed by the U.S. Government and provide source documents showing they currently possess a valid security clearance.

4.2.3.2. Are former U.S. Government employees, less than 24 months have elapsed since leaving government service, and their security clearance is verified through the base security manager. (These individuals may contact the security manager at their last place of employment to request proof of security clearance.)

4.2.4. For Unit Applicants Requiring a PSI, recruiters submit Electronic Personnel Security Questionnaire (EPSQ) diskette (if capability available), and original signed paper electronic SF 86, **Questionnaire for National Security Positions**, and fingerprint cards. OLs may negotiate with a local authority (civilian or military) to have the required fingerprint cards accomplished.

4.2.5. For Individual Reserve Program Applicants Requiring a PSI, recruiters are responsible for providing the authorized requester (for the member's unit of attachment) an EPSQ diskette (if capability available) and original signed copy of complete SF 86 and fingerprint cards. The authorized requester for the member's unit of attachment is the responsible organization for submitting revalidation of security clearance eligibility for IMAs.

4.2.6. Recruiters are not "Authorized Requesters" of PSIs. To determine who your local authorized requester is, contact the local wing security manager.

4.2.7. Aliens in possession of an INS Form I-151, **Alien Registration Card** or I-551, **Alien Registration Card** must not be enlisted into a flying AFSC until the recruiter verifies a Single Scope Background Investigation (SSBI) has been completed.

**4.3. Citizenship.** A NPS applicant must be a U.S. citizen, U.S. national, or an alien lawfully admitted into the U.S. for permanent residence to enlist into the AFR. A PS applicant must be a U.S. citizen. Citizens of the Northern Mariana Islands are considered citizens of the United States and not U.S. Nationals (Public Law 99-239).

4.3.1. NPS alien with a INS Form I-151, **Alien Registration Receipt Card** or INS Form I-551, **Alien Registration Receipt Card**, is ineligible for processing or enlistment if their I-151 or I-551 has an expiration date that is within 2 years of enlistment date. The recruiter may submit a waiver only at the applicant's request.

4.3.1.1. Recruiters must brief NPS alien applicants that once they enter the AFR; they cannot reenlist until they have attained United States citizenship. In addition, they must understand United States citizenship is not automatically conferred upon enlistment. Once the applicant serves 3 years in the AFR, they may become eligible to petition to obtain United States citizenship.

4.3.1.2. Applicants unable to speak, read, write, or understand the English language sufficiently to ensure the applicant can satisfactorily absorb required training are not eligible for the Air Force Reserve. No waiver is authorized.

4.3.2. To be eligible for appointment into the AFR, a NPS applicant must be a U.S. citizen according to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*

4.3.3. An applicant holding dual citizenship, (U.S. and other country citizenship) may be eligible for enlistment into the AFR. There is no requirement to denounce citizenship so long as U.S. citizenship can be proved. However, there may be restrictions into specific AFSCs that require certain security clearances. Contact HQ AFRC/RSOO in all such cases prior to continued processing.

**4.4. Morals.** All applicants must be of sound moral character. Applicants convicted or adversely adjudicated for offenses shown in [Table 4.4.](#) through [Table 4.8.](#) may be ineligible for accession. The recruiter may submit a fully supported authorized waiver only at the applicant's request.

4.4.1. Self-admitted offenses will not be treated as an admission of guilt; do not "judge" applicants.

4.4.2. For NPS applicants (including NPS with prior military time), consider all occurrences of convictions and adverse adjudications (including UIF, convictions of domestic violence, and UCMJ action, e.g., Article 15, court martial, etc.) regardless of when the incident occurred.

4.4.3. For prior service, do not consider convictions or adverse adjudications which occurred before or during active duty or active participation in a reserve component, providing the applicant received a separation or discharge that is eligible for affiliation to the AFR. Exception: An adverse adjudication for a category 1 moral offense is always a disqualifying factor. Drug related incidents are to be evaluated no matter when they occur.

4.4.3.1. Consider all AFR IRR applicant convictions or adverse adjudications that occurred while assigned in the IRR. Although these individuals are already members of the AFR, they are subject to the moral offense criteria of [Table 4.4.](#) to [Table 4.9.](#) for accession purposes. AFR IRR members, who disclose moral violations (in [Table 4.4.](#) to [Table 4.8.](#)) and are disqualified using [Table 4.9.](#), are ineligible for further processing. The recruiter may submit a fully supported assignment waiver only at the applicant's request. Follow the directives in AFI 36-2115, *Assignments within the Reserve Components*, and notify HQ AFRC/RSOI. If disqualified, HQ ARPC will identify the individual in the Personnel Data System (PDS) by assigning an assignment availability code that determines the member's eligibility for continued service in the AFR.

4.4.4. Make applicants aware of the importance of revealing all law violations, regardless of disposition. Inform applicants that Defense Investigative Services (DIS) will conduct a security investigation. DIS will match information provided by the applicant with local, state, and FBI records. Any disparity in this information could result in job cancellation or discharge from the AFR.

4.4.5. When applicants disclose they had a documented offense, were an adjudicated Youth Offender (YO), or have a sealed or expunged record, they must reveal the actual charge and disposition. If they refuse, recruiters will terminate the interview and tactfully dismiss them. Therefore, it is imperative applicants disclose the facts, if they wish to be considered for accession. Detailed information on documented offenses (to include YO, sealed or expunged record information) is available to agencies performing security clearance investigations (such as the Defense Investigative Service (DIS) and the AFOSI). A moral waiver is required if any offense is disqualifying. Use [Chapter 11](#) for waiver procedures.

4.4.6. The primary source of criminal history and law violation information is the personal interview, as documented on the PIR and any other application form. During the initial interview, recruiters must question the applicant and document all civilian law violations and adverse military justice actions (including administrative punishments, nonjudicial and judicial military justice actions). Administrative actions are not considered law violations but are recorded as a means of identifying the underlying conduct that caused the action (this conduct then may be evaluated and may disqualify the individual). Recruiters will record all offenses, documented or self-admitted, (EXCEPTION: Overtime parking tickets or any ticket written by a private security firm or campus police agency) on the PIR and any other accession form calling for this information. Use tables 4.4 through 4.9 to determine applicant eligibility.

4.4.6.1. Accuracy and honesty are paramount. Recruiters must inform applicants that they are required to disclose all charges and findings regardless of the final disposition to include:

4.4.6.1.1. Charges that have been dropped, dismissed, or expunged.

4.4.6.1.2. Findings of not guilty.

4.4.6.1.3. Criminal cases that have been placed into sealed records.

4.4.6.1.4. Criminal cases that have been adjourned in contemplation of dismissal.

## 4.4.6.1.5. Youthful offender adjudications

## 4.4.6.1.6. Criminal convictions of domestic violence which have been pardoned or set aside.

4.4.6.2. Use of the DD Form 369, **Police Record Check**, is mandatory only when the applicant admits to a potentially disqualifying offense or whenever the recruiter has reason to doubt the information provided by the applicant. When the DD Form 369 is mailed, record the date on the PIR. Maintain a copy in the case file. When authorities refuse to honor a DD Form 369 or a law enforcement agency does not reply to your DD Form 369 within 21 days from date the form was mailed, annotate this on the PIR. Rely on the information/documentation provided by the applicant to determine eligibility and further processing. A current list of police agencies honoring the DD Form 369 is available on the Recruiting Bulletin Board System (RBBS).

4.4.6.3. If an applicant discloses a disqualifying offense and requests a waiver, the applicant bears all expenses incurred for police record checks and court document fees. In all other cases, recruiters are authorized reimbursement when the agency charges a fee for release of information.

4.4.6.4. When DD Form 369 is required, mail only to the location(s) where the offense(s) occurred, to include continental United States (CONUS) and overseas U.S. military installations. Do not send a DD Form 369 to any foreign law enforcement agency.

4.4.6.5. The DD Form 369 is not the only document that may be used to determine the law violation history of an applicant (e.g., legal documents, etc). When documents other than the DD Form 369 are used, these documents must be treated like the DD Form 369 and attached to the completed PIR, as shown in Tables 10.1 – 10.3.

4.4.7. Individuals with a subpoena or open warrant (such as bench warrants) discovered during the recruiting process will be tactfully disqualified. Recruiters will report the incident to their Senior Recruiter, who will determine if notification of other agencies is required. The Senior Recruiter will contact HQ AFRC/RSOO for guidance in questionable cases.

4.4.8. Use Table 4.3 for conditions of morals ineligibility.

**Table 4.3. Moral Conditions Which Render Applicants Ineligible.**

<b>R U L E</b>	<b>Applicants are ineligible when one or more of the following conditions exist</b>	<b>Waiver Authorized</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	Civil suit or criminal charges filed or pending against an applicant, including those released from charges on the condition that they enter military service. <b>EXCEPTION:</b> In civil cases only, an applicant may enlist, provided a statement of nonappearance is obtained from legal or court officials.		<b>X</b>
<b>2</b>	A formal complaint or investigation filed or pending which may lead to judicial action, under restraint imposed by any court, participation in a pretrial diversion program, or subject to a subpoena ordering attendance at a future date (includes those released from restraint on the condition of entering military service).		<b>X</b>

<b>R U L E</b>	<b>Applicants are ineligible when one or more of the following conditions exist</b>	<b>Waiver Authorized</b>	
		<b>Yes</b>	<b>No</b>
<b>3</b>	Questionable moral character, history of antisocial behavior (including history of psychosis), frequent difficulties with law enforcement agencies, transsexualism and other gender identity disorders, exhibitionism, transvestitism, voyeurism, and other paraphilias, or homosexual conduct.		<b>X</b>

4.4.9. The following tables contain a listing of offenses categorized by the degree of seriousness. These tables apply to all accessions.

4.4.9.1. Use table 4.4 for Category 1 Moral Offenses. This list of offenses is a guide. Consider a violation of a similar nature or seriousness as a Category 1 offense. A conviction or adverse adjudication of one or more of these offenses is disqualifying for accession. Waivers for these offenses are not authorized.

**Table 4.4. Category 1 Moral Offenses.**

<b>I T E M</b>	<b>Applicant is disqualified for a conviction or adverse adjudication on one or more of these offenses</b>
<b>1</b>	Aggravated Assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as adult only)
<b>2</b>	Bribery (adjudicated as adult only)
<b>3</b>	Burglary (adjudicated as adult only)
<b>4</b>	Carnal Knowledge of a Child under 16 Years of Age
<b>5</b>	Draft evasion
<b>6</b>	Drugs: Use, Possession, Trafficking, Sale, or Manufacture of any Illegal or Illicit Drug (except for marijuana use or possession--see Category 2)
<b>7</b>	Extortion (adjudicated as adult only)
<b>8</b>	Indecent Acts or Liberties with a Child under 16 Years of Age, Molestation
<b>9</b>	Kidnapping, Abduction
<b>10</b>	Manslaughter
<b>11</b>	Murder
<b>12</b>	Perjury (adjudicated as adult only)
<b>13</b>	Rape
<b>14</b>	Robbery (adjudicated as adult only)
<b>15</b>	Domestic Violence (see note)
<b>16</b>	Selling or otherwise disposing of a firearm or ammunition to any person convicted of domestic violence.



**NOTE:**

Conviction of domestic violence misdemeanor does not include; a summary court-martial conviction or imposition of nonjudicial punishment (Article 15, UCMJ) or deferred prosecutions or similar alternative dispositions in a civilian court. See [Attachment 9](#) for directives on policy, and definitions of expungements, pardons, and elements of domestic violence.

4.4.9.2. Use table 4.5 for Category 2 Moral Offenses. This list of offenses is a guide. Consider a violation of a similar nature or seriousness as a Category 2 offense. In doubtful cases, treat the offense as a Category 2 offense when the maximum possible confinement under local law exceeds 1 year. A conviction or adverse adjudication of one or more of these offenses is disqualifying for accession. Waivers for these offenses must be approved by HQ AFRC/RSOO.

**Table 4.5. Category 2 Moral Offenses.**

<b>I T E M</b>	<b>Applicant is disqualified for a conviction or adverse adjudication on one or more of these offenses</b>
<b>1</b>	Arson
<b>2</b>	Aggravated Assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as a juvenile only)
<b>3</b>	Attempting to Commit a Felony
<b>4</b>	Breaking and Entering a building with intent to commit a felony
<b>5</b>	Bribery (adjudicated as a juvenile only)
<b>6</b>	Burglary (adjudicated as a juvenile only)
<b>7</b>	Carrying a Concealed Firearm or Unlawfully Carrying a Firearm
<b>8</b>	Carrying a Concealed Weapon (other than firearm), Possession of Brass Knuckles
<b>9</b>	Child Pornography offenses
<b>10</b>	Conspiring to Commit a Felony
<b>11</b>	Criminal Libel
<b>12</b>	DUI (Driving Under the Influence of alcohol or drugs)
<b>13</b>	DWI (Driving While Intoxicated or Impaired by alcohol or drugs)
<b>14</b>	Embezzlement
<b>15</b>	Extortion (adjudicated as juvenile only)
<b>16</b>	Forgery: Knowingly uttering or passing forged instrument (except for altered identification for purchase of alcoholic beverages)
<b>17</b>	Grand Larceny
<b>18</b>	Grand Theft
<b>19</b>	Housebreaking
<b>20</b>	Indecent Assault

<b>I T E M</b>	<b>Applicant is disqualified for a conviction or adverse adjudication on one or more of these offenses</b>
<b>21</b>	Involuntary Manslaughter
<b>22</b>	Leaving the Scene of an Accident (Hit-and-Run) involving personal injury
<b>23</b>	Lewd, Licentious or Lascivious Behavior
<b>24</b>	Looting
<b>25</b>	Mail Matters or Electronic Emissions Matters: Abstracting, destroying, obstructing, opening, secreting, stealing or taking
<b>26</b>	Mail: Depositing Obscene or Indecent Matter (includes electronic/computerized E-mail systems and files)
<b>27</b>	Maiming or Disfiguring
<b>28</b>	Marijuana: Simple Possession or Use (Note: Consider as morals offenses, not drug related incidents)
<b>29</b>	Negligent Homicide
<b>30</b>	Pandering
<b>31</b>	Perjury (adjudicated as juvenile only)
<b>32</b>	Public Record: Altering, concealing, destroying, mutilating, obliterating, or removing
<b>33</b>	Riot
<b>34</b>	Robbery (adjudicated as juvenile only)
<b>35</b>	Sedition or Soliciting to Commit Sedition
<b>36</b>	Selling, Leasing or Transferring Weapons to a Minor or Unauthorized Individual. (see note )
<b>37</b>	Sexual Harassment
<b>38</b>	Willfully Discharging Firearm so as to endanger life or shooting in public place

**NOTE:**

Selling or otherwise disposing of a firearm or ammunition to any person convicted of Domestic violence is a Category 1 offense.

4.4.9.3. Use table 4.6 for Category 3 Moral Offenses. This list of offenses is a guide. Consider a violation of a similar nature or seriousness as a category 3 offense (including boating, aviation, and similar recreational vehicle offenses). In doubtful cases, treat the offense as a Category 3 offense when the maximum possible confinement under local law exceeds 4 months, but not more than 1 year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for accession. Waivers for these offenses must be approved by HQ AFRC/RSOO.

**Table 4.6. Category 3 Moral Offenses.**

<b>I T E M</b>	Applicant is disqualified for a conviction or adverse adjudication on one or more of these offenses
<b>1</b>	Adultery
<b>2</b>	Assault (simple)
<b>3</b>	Breaking and Entering a Vehicle
<b>4</b>	Check--Insufficient Funds (amount of check over \$50.00, worthless, or uttering with intent to defraud or deceive)
<b>5</b>	Conspiring to Commit a Misdemeanor
<b>6</b>	Contempt of Court (includes nonpayment of child support or alimony required by court order)
<b>7</b>	Contributing to the Delinquency of a Minor (includes purchase of alcoholic beverages)
<b>8</b>	Desecration of a Grave
<b>9</b>	Discharging Firearm Through Carelessness or Within Municipal Limits
<b>10</b>	Drunk in Public, Drunk and Disorderly, Public Intoxication
<b>11</b>	Failure to Stop and Render Aid after an accident
<b>12</b>	Indecent Exposure
<b>13</b>	Indecent, insulting or obscene language communicated directly, by telephone or any electronic transmission method
<b>14</b>	Killing a domestic animal
<b>15</b>	Knowingly receiving stolen property
<b>16</b>	Leaving the scene of an accident (hit-and-run) with no personal injury involved
<b>17</b>	Liquor or alcoholic beverages: Unlawful manufacture or sale
<b>18</b>	Malicious mischief
<b>19</b>	Resisting, fleeing or eluding arrest
<b>20</b>	Removing property under lien or from public grounds
<b>21</b>	Slander
<b>22</b>	Shooting from highway or on public road
<b>23</b>	Shoplifting, larceny, petty larceny, or theft (age 14 or older or stolen goods valued over \$50.00)
<b>24</b>	Unlawful or illegal entry
<b>25</b>	Unlawful use of long distance telephone lines or any electronic transmission method
<b>26</b>	Use of telephone or any electronic transmission method to abuse, annoy, harass, threaten, or torment another

<b>I T E M</b>	Applicant is disqualified for a conviction or adverse adjudication on one or more of these offenses
<b>27</b>	Wrongful Appropriation of Motor Vehicle, joyriding or driving without owner's consent (if intent was to permanently deprive owner of vehicle--treat as Grand Larceny/Grand Theft - category 2)

4.4.9.4. Use table 4.7 for Category 4 Moral Offenses. This list of offenses is a guide. Consider traffic violations that are treated as serious by law enforcement agencies as Category 4 offenses (including boating, aviation, and similar recreational vehicle offenses). In doubtful, non-traffic cases, treat similar offenses as category 4 offenses when the maximum possible confinement under local law is four months or less. Two convictions or adverse adjudications in the last 3 years, or three or more convictions or adverse adjudications in a lifetime are disqualifying for accession. Waivers to these offenses must be approved by an AFR senior recruiter.

**Table 4.7. Category 4 Moral Offenses.**

<b>I T E M</b>	<b>Applicant is disqualified for a conviction or adverse adjudication on two or more of these offenses in the last three years or three or more of these offenses in a lifetime</b>
<b>1</b>	Abusive Language under circumstances to provoke breach of peace
<b>2</b>	Altered identification when intent is to purchase alcoholic beverages
<b>3</b>	Careless or Reckless Driving
<b>4</b>	Check--(\$50 or less, insufficient funds or worthless)
<b>5</b>	Curfew violation
<b>6</b>	Committing or Creating a nuisance
<b>7</b>	Damaging road signs
<b>8</b>	Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace
<b>9</b>	Driving with Suspended or Revoked license or without license
<b>10</b>	Failure to Appear, comply with judgment, answer or obey summons
<b>11</b>	Failure to Comply with officer's direction
<b>12</b>	Fare Evasion (includes failure to pay turnstile fees)
<b>13</b>	Fighting, participating in a brawl
<b>14</b>	Illegal betting or gambling: Operating illegal handbook, raffle, lottery, punch board or watching a cockfight
<b>15</b>	Juvenile non-criminal misconduct: Beyond parental control, incorrigible, runaway, truant, or wayward
<b>16</b>	Liquor or alcoholic beverages: Unlawful possession or consumption in a public place
<b>17</b>	Littering or dumping refuse on or near highway or other prohibited place

<b>I T E M</b>	<b>Applicant is disqualified for a conviction or adverse adjudication on two or more of these offenses in the last three years or three or more of these offenses in a lifetime</b>
<b>18</b>	Loitering
<b>19</b>	Possession of indecent publications or pictures (other than child pornography)
<b>20</b>	Purchase, possession or consumption of alcoholic beverages by a minor
<b>21</b>	Racing, drag racing, contest for speed
<b>22</b>	Shoplifting, larceny, petty larceny, or theft (committed under age 14 and value of stolen goods is \$50.00 or less)
<b>23</b>	Trespass on property
<b>24</b>	Unlawful Assembly
<b>25</b>	Vagrancy
<b>26</b>	Vandalism, defacing or injuring property
<b>27</b>	Violation of fireworks law
<b>28</b>	Violation of fish and game laws

4.4.9.5. Use table 4.8 for Category 5 Moral Offenses. This list of offenses is a guide. Consider similar offenses (including boating, aviation, and similar recreational vehicle offenses) and traffic offenses treated as minor by local law enforcement agencies, as category 5 offenses. However, careless or reckless driving is considered a Category 4 offense. If the offense is a parking ticket, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firm, campus police, etc. Conviction or adverse adjudication of six or more Category 5 offenses in a 365-day period in the last 3 years is disqualifying for accession. Waivers to these offenses must be approved by an AFR senior recruiter.

**Table 4.8. Category 5 Moral offenses.**

<b>I T E M</b>	<b>Applicant is disqualified for a conviction or adverse adjudication on six or more of these offenses in a 365-day period in the last 3 years</b>
<b>MOVING VIOLATIONS</b>	
<b>1</b>	Blocking or retarding traffic
<b>2</b>	Crossing yellow line, drifting left of center
<b>3</b>	Disobeying traffic lights, signs, or signals
<b>4</b>	Driving on shoulder
<b>5</b>	Driving with blocked or impaired vision
<b>6</b>	Driving wrong way on a one-way street

<b>I T E M</b>	<b>Applicant is disqualified for a conviction or adverse adjudication on six or more of these offenses in a 365-day period in the last 3 years</b>
<b>7</b>	Failure to have vehicle under control
<b>8</b>	Failure to keep right or in proper lane
<b>9</b>	Failure to signal
<b>10</b>	Failure to stop or yield to a pedestrian
<b>11</b>	Failure to yield right-of-way
<b>12</b>	Following too close
<b>13</b>	Improper backing
<b>14</b>	Improper passing
<b>15</b>	Improper turn
<b>16</b>	Operating overloaded vehicle
<b>17</b>	Speeding (Contest for speed, racing or drag racing is category 4 offense)
<b>18</b>	Spinning wheels, improper start
<b>19</b>	Seat belt violation
<b>20</b>	Zigzagging or weaving in traffic
<b>NON-MOVING VIOLATIONS</b>	
<b>21</b>	Driving uninsured vehicle
<b>22</b>	Driving with expired plates or without plates
<b>23</b>	Driving without license in possession
<b>24</b>	Driving without registration or with improper registration
<b>25</b>	Failure to display inspection sticker
<b>26</b>	Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint)
<b>27</b>	Improper blowing of horn
<b>28</b>	Improper parking (does not include overtime parking)
<b>29</b>	Invalid or unofficial inspection sticker
<b>30</b>	Leaving key in ignition
<b>31</b>	License plates improperly or not displayed
<b>32</b>	Playing vehicle radio/stereo too loud (noise pollution)

4.4.10. Use Table 4.9 for conditions of moral offense disqualification.

**Table 4.9. Processing Applicants with Moral Offense Disqualifications.**

<b>R U L E</b>	<b>If applicant has a conviction or adverse adjudication for a</b>	<b>and the number of offenses is</b>	<b>then approval is</b>
<b>1</b>	Category 1 Moral Offense (Table 4.4.)	one or more in a lifetime	N/A (No waivers authorized)
<b>2</b>	Category 2 Moral Offense (Table 4.5.; see note 1 )	one or more in a lifetime	HQ AFRC/RSOO
<b>3</b>	Category 3 Moral Offense (Table 4.6.)	one or more in a lifetime	HQ AFRC/RSOO
<b>4</b>	Category 4 Moral Offense (Table 4.7.)	two in the last 3 years or three or more in a lifetime	Senior Recruiter
<b>5</b>	Category 5 Moral Offense (Table 4.8.; see note 2)	six or more in any 365-day period in the last 3 years	Senior Recruiter

**NOTES:**

1. Waivers for Category 2 moral offenses are not normally submitted until 1 year from date of offense.
2. A 3-month waiting period is required following termination of parole, probation, suspended sentence, or any period of confinement. *EXCEPTION:* Suspended sentences for minor traffic offences, community service and restraint for offenses that do not require a waiver.

**4.5. Age.** Applicants not able to accrue 20 satisfactory years (last 6 satisfactory years must be in a reserve component) of service prior to age 60 are not eligible for enlistment. The AFR has no obligation to enlist applicants who apply but become ineligible due to the passage of time. Refer to AFI 36-2005 for commissioning age criteria.

4.5.1. A NPS individual must be at least 17 years of age, and enlist prior to reaching their 35th birthday.

4.5.1.1. Seventeen-year-old applicants are permitted to take the production ASVAB without parental or guardian consent. To process beyond that point (such as take a physical), a 17-year-old applicant must obtain parental or guardian consent on the DD Form 1966/4, unless they are married, divorced, or legally emancipated minors.

4.5.1.1.1. Both parents must consent to the enlistment unless they are divorced, legally separated, or widowed.

4.5.1.1.2. Only the actual guardians, as specified in the court order, need consent to the enlistment.

4.5.1.2. A 17 year old applicant must meet certain educational requirements listed in paragraph **4.8.1.**

4.5.2. A PS applicant must have an actual or adjusted age (compute maximum age using [Attachment 11](#)) which is less than 40 years old on the date of enlistment to be eligible. Satisfactory reserve service only accrues in 1-year increments. Months and days of reserve service do not count.

**4.6. Prior Service or Non-Prior Service with Prior Military Time.** Use Table 4.10 for conditions of prior military ineligibility.

**Table 4.10. Prior Military Conditions Which Render Applicants Ineligible.**

R U L E	Applicants are ineligible when one or more of the following conditions exist	Waiver Authorized		See Notes
		Yes	No	
1	Has previously served in any other country's armed forces.	X		
2	A member of another branch of the U.S. Armed Forces (who has not been conditionally released from that component)		X	
3	Applicant is presently in the AFR IRR and has an assignment action reason (AAR), or condition, barring accession.	X		1
4	Separated and claims prior honorable service but lacks written evidence of such service.	X		2
5	Applicants holding the permanent grade of E-3 or below, with 4 or more years of satisfactory service	X		6
6	Discharged from last period of service due to a hardship.	X		3
7	Separated from any period of service for unsuitability, apathy, marginal or minimal producer, or character/behavior disorder. EXCEPTIONS: Does not apply to applicants discharged from the Delayed Entrance Program (DEP) for reasons of apathy, or to applicants with subsequent satisfactory service in the Air Force or an Air Reserve Component (ARC).		X	8
8	Discharged from any Active Duty (AD)/EAD period and <u>did not</u> receive an Honorable or Uncharacterized (Entry-Level Separation) discharge or separation.		X	
9	Separated from last period of <u>AD/EAD</u> service with a reenlistment eligibility (RE) code or condition (except a condition listed in Rule 7) which is a bar to enlistment. EXCEPTIONS: Does not apply to applicants who have subsequent active participation in an ARC.	X		4
10	Discharged from last period of <u>reserve service</u> and character of service is not "Honorable or Uncharacterized" on NGB Form 22, <b>Report of Separation and Record of Service</b> , or discharge order, or any official document that is a bar to reenlistment. EXCEPTION: This rule does not apply to individuals who have been DEP discharged and subsequently apply for enlistment into the AFR.	X		7



R U L E	Applicants are ineligible when one or more of the following conditions exist	Waiver Authorized		See Notes
		Yes	No	
11	Discharged from last period of <u>reserve service</u> with a RE code or condition (except a condition listed in Rule 3 and 10) which is a bar to enlistment. <b>EXCEPTIONS:</b> Does not apply to applicants who have subsequent active participation in an ARC.	X		4
12	Retired from any <u>non-USAF</u> military component.		X	
13	Receiving retirement or retainer pay from any military component under any provision of law, retired and serving on Extended Active Duty (EAD), or having received severance pay because of a permanent disability.		X	
14	A commissioned officer (without prior enlisted service) from any military component, holding either a regular or reserve commission, who is twice deferred for promotion. <b>Note:</b> This rule applies to the <u>enlistment</u> of former officers only. Serving in an enlisted pay grade as a prerequisite to commissioning satisfies the requirement for prior enlisted status.		X	
15	A commissioned officer from any military component, holding either a regular or reserve commission, who is twice deferred for promotion. <b>Note:</b> This rule applies to commissioning accession only.		X	5

**NOTES:**

1. Submission of assignment waivers is authorized. However, this is not a recruiting waiver. For unit accessions, coordinate waivers through the servicing MPF. For Individual Ready Reserve accessions, coordinate waivers through the gaining Individual Mobilization Augmentee Program Manager (IMAPM) according to AFI 36-2115, *Assignments within the Reserve Components*.
2. Applicant must have either official documentation from the National Personnel Records Center (NPRC) showing an attempt to verify the periods of prior service (PS) or NPRC copies of reconstructed service records. (See [Table 11.1.](#), Rule 21 for waiver requirements).
3. A waiver for financial hardship will not be considered until 1 year after the discharge date.
4. Members released from AD and placed on the Temporary Disability Retired List (TDRL) are ineligible. Individuals who are declared on a Retirement Special Order-Physically Unfit, are also ineligible for enlistment. Applicants who are released from the TDRL and declared fit on a Retirement Special Order-Removal from TDRL, are eligible for enlistment without a waiver, if otherwise qualified.
5. This is not a recruiting waiver process, but an assignment waiver. HQ ARPC/DAO holds commissioning authority for the AFR and allows provisions for waiver procedures of twice deferred officers according to AFI 36-2005, Table 2.2, item 25 and AFI 36-2115. (See [Chapter 11](#) for assignment waiver processing).

6. Waiver not required for individuals who have taken a voluntary reduction in grade to join another branch of service.
  7. General Discharge from reserve components is waivable only for “Non Participation”. (See [Table 11.1.](#), rule 12).
  8. A waiver will be considered if marginal/minimal producer or performer is due to a deficiency in aptitude during technical training. Submit waiver using Table 11.1, rule 11.
- 4.6.1. NPS enlistments include DEP discharged or Entry level discharged individuals. Consider individuals discharged with less than 83 days Active Duty or Active Duty Training with any branch of the U.S. Armed Forces as NPS applicants.

4.6.1.1. All DEP discharged applicants receive an order reflecting the reason for discharge. This reason may appear as a narrative or as a DEP discharge code (see [Attachment 14](#)).

4.6.1.2. Recruiters must obtain an appropriate source document (e.g., MEPS document showing DEP discharge code, DEP discharge order, etc.) showing the reason for the discharge action prior to processing an individual who has been DEP discharged.

4.6.1.3. In addition to a DEP discharge order, the MEPS maintain DEP discharge codes on file in their computer system for 2 years following discharge.

4.6.1.4. Depending on the amount of time that has passed since discharge and other circumstances, this order may be obtained from the individual, the MEPS discharging the individual, or the National Personnel Records Center.

- 4.6.2. A PS applicant’s background must be aggressively reviewed by recruiters to ensure the AFR only accesses those individuals who have shown past honorable service. Accession of applicants with unacceptable prior service records is not in the best interest of the Air Force Reserve. Verification of the applicant's character of prior service is imperative.

4.6.2.1. Before processing for accession into the AFR SelRes, the applicant must provide documented proof verifying character, affiliation, and term of prior military service. Use table 5.2 to determine the appropriate verification documentation and minimum requirements for verifying character of service.

4.6.2.2. Recruiters must verify accession eligibility codes during each different type of service the applicant served. Table 4.11 describes 3 different types of service (AD/EAD, National Guard, and Reserve Component service) that applicants could potentially have performed. Recruiters must use this chart to determine if the applicant is eligible based on the last period of service in each section (if applicable).

4.6.2.2.1. An applicant who separated from the Army with 4 years AD, then joined a Naval Reserve unit for 2 years, and is currently in the Army National Guard requires eligibility in the following areas:

4.6.2.2.1.1. Section I for AD Army service.

4.6.2.2.1.2. Section II for ARNG Army National Guard service.

4.6.2.2.1.3. Section III for USNR Navy Reserve unit service.

4.6.2.2.2. The applicant must qualify in each of the 3 sections. Ineligibility in any section, regardless of eligibility in another section, renders an applicant ineligible for service in the

AFR. **EXCEPTION:** Does not apply to applicants with subsequent satisfactory service in the Air Force or an ARC.

4.6.2.3. Use Table 4.11 to determine PS applicant eligibility.

**Table 4.11. Prior Service Applicant Eligibility (see note 3).**

R U L E	If applicant's last service (in each section) was with the	and the source document shows	eligible, if otherwise qualified	
			Yes	No
SECTION I--Active Duty/Extended Active Duty (DD Form 214/215 Issued)				
1	USAF (except as shown in Rule 8)	RE-1; 3/93; 10; 12; 13; 14 (all with or without suffix); RE-3; 3A; 3D; 3E; 3I; 3J; (3S; 3V [see note 1]); 4D; 4M	X	
2		RE-2I and the member has since obtained U.S. citizenship	X	
3		RE-2I and the member has not obtained U.S. citizenship		X
4		RE-2Q with a SPD of SFK and declared fit by the Physical Evaluation Board (PEB)	X	
5		RE-2Q and was released from the TDRL as physically unfit		X
6		RE 2T; 2U but the member's service does not exceed AFR HYT limits	X	
7		all other USAF RE Codes not mentioned in Rules 1-6 and 8 (see note 2)		X
8	USAF before 1 July 1976	RE-2 with SPD codes: 203-205-220-221-225-317-320-377-411-413-421-424-41A-710-712-715-716-730-743-748-753-758-JBM -JDF-JED-KBK-KBJ-KCE-KCF-KCK-KDC-KDF-KDM-KDQ-KDR-KEC-KND-LBM-LED-MBK-MBM-MCE-MCF-MCK-MDM-MDR-MEC	X	
9	USA	RE-1 or 2 (both with or without suffix); 3 (without suffix only) with SPD codes JCC-KCC-LCC-MCC-KCA-MCA-MCF-KCF-MDF-KDS-LBK; 3A	X	
10		all other USA RE codes not mentioned in Rule 9; SPD codes FCA-FCB-KCA-KCB-MCA-MCB		X
11	USN	"Recommended for reenlistment"; RE-R1; 1; 1E; 3B; 3E; 3M; 3R; 3S; 3U; 3X; 5; 6; 7	X	
12		RE-3A and the member has since obtained U.S. citizenship	X	
13		RE-3A and the member has not obtained U.S. citizenship		X
14		all other USN RE codes not mentioned in Rule 11-13; SPD codes FCA-FCB-KCA-KCB-MCA-MCB		X

R U L E	If applicant's last service (in each section) was with the	and the source document shows	eligible, if otherwise qualified	
			Yes	No
15	USMC	"Recommended for reenlistment"; RE-1 (with or without suffix); 2A; 3A; 3E; 3N; 3O; 3U; 3W; 3X	X	
16		all other USMC RE codes not mentioned in Rule 15; SPD codes FCA-FCB-KCA-KCB-MCA-MCB		X
17	USCG	"Recommended for reenlistment"; RE-1; 3B; 3E; 3J; 3M; 3S; 3U; 3X	X	
18		all other USCG RE codes not mentioned in Rule 17; SPD codes FCA-FCB-KCA-KCB-MCA-MCB		X
SECTION II--Service In A National Guard Component (NGB Form 22 Issued)				
19	National Guard and the applicant has been discharged	RE-6A; 6B; 6K; 6Q; 6S; or as shown in Rules 1, 2, 4, 6 or 9	X	
20		RE-6R and the member has since obtained U.S. citizenship	X	
21		RE-6R and the member has not obtained U.S. citizenship		X
22		all other National Guard RE codes not mentioned in Rules 19-21		X
23	ANG and is still serving	the losing ANG commander's (or his authorized representative's) recommendation for continued military service	X	
24		other than Rule 23		X
25	ARNG and is still serving	the authorizing official's recommendation statement	X	
26		other than Rule 25		X
SECTION III--Service In A Reserve Component				
27	USAFR and the applicant is presently in the IRR	RE-5A; 5B; 5L or no entry (blank) "REENL-ELG" field on SURF	X	
28		RE-5C and the member is now within body fat standards (see note 4b)	X	
29		RE-5C and the member exceeds body fat standards		X
30		RE-5F and the member has since obtained U.S. citizenship	X	
31		RE-5F and the member has not obtained U.S. citizenship		X
32		all other USAFR RE codes not mentioned in Rules 27-31 or AAR: (see note 4a) QC; QD; QG; QH; RG; RK; RP; RZ; SB; SC; SD; SE; SF; SI; or SA (see note 4b); or RA (see note 4c) (see note 5)		X
33	any U.S. reserve component and applicant has been discharged	"Honorable"; "Recommended for reenlistment" or some similar statement	X	
34		(characterization of service other than "Honorable" or "Uncharacterized"); "Not recommended for reenlistment" or some similar statement, that is, other than Rule 33		X

R U L E	If applicant's last service (in each section) was with the	and the source document shows	eligible, if otherwise qualified	
			Yes	No
35	any U.S. reserve component except USAFR and applicant is still serving	the authorizing official's recommendation statement	X	
36		other than Rule 35		X

**NOTES:**

1. Verify the previous RE-Code with HQ AFRC/RSOT for PS Air Force members whose DD 214/215 reflects a 3S (SSB - Special Separation Benefit) or 3V(VSI - Voluntary Separation Incentive). If the RE Code assigned prior to approval for the voluntary separations program is eligible, individual may be enlisted, if otherwise qualified.
  2. Except as authorized in this chart, individuals receiving a RE-2 (with or without a suffix) after 1 July 1976 are ineligible. Waivers are not authorized.
  3. More than one rule may apply.
  4. All necessary documentation and required signatures for an assignment waiver are assembled and filed according to AFI 36-2115, *Assignments within the Reserve Components*. Do not use the AFRC Form 72. Follow additional guidance in this note.
    - a. Individuals having a current source document showing these Assignment Action Reasons (AARs) may not be assigned to the unit program without the written recommendation from the gaining unit commander and approval of HQ AFRC/DP.
    - b. Individuals having a current source document showing this AAR or RE-code must have their body fat checked and documented by approved medical personnel. The applicant's current weight is not a qualifying factor in this case. If the individual is within body fat standards (Table 4.13) assignment processing may proceed. If not, no further processing may take place. To continue processing, have the gaining unit commander or designated representative (IMAPM for IMA gains) endorse this statement (which is placed on the AF Form 1288): "I am aware of the member's prior reassignment for failure to maintain weight standards and certify that he or she is currently within body fat standards."
    - c. Individuals having a current source document showing this AAR may not be assigned without approval of the gaining unit commander or equivalent authority. Have the gaining unit commander or designated representative (IMAPM for IMA gains) endorse this statement (which is placed on the AF Form 1288): "I am aware of the member's previous unsatisfactory participation and concur with this assignment."
  5. Other conditions could result in the restriction of assignments from the IRR. Refer to AFI 36-2115 for Assignment Limitation Codes (ALC), Assignment Action Codes (AAC), and Training Codes that are restrictive in nature.
- 4.6.2.4. Applicants determined ineligible due to RE Code or character of service may be referred to the nearest Veterans Administration Office for guidance.

4.6.2.4.1. If the individual has an ineligible RE code and was discharged voluntarily, then the individual may appeal to the Board for the Correction of Military Records using DD Form 149, **Application for Correction of Military Records** Under the Provisions of Title 10, U.S. Code, Section 1552.

4.6.2.4.2. An individual who was involuntarily discharged with an ineligible RE code may appeal to the Discharge Review Board using DD Form 293, **Application for Review of Discharge or Dismissal from the Armed Forces of the United States**. Individuals applying for enlistment with upgraded records must be screened to ensure that the corrected RE code and SPD authorize further processing.

4.6.2.5. Upon an applicant's request, a recruiter may submit a fully justified request for a waiver for an applicant who was separated with an honorable discharge from any branch of the Armed Forces, but whose DD Form 214/215 contains an RE code or reason that is a bar to enlistment. However, discharge must not have been due to punitive or administrative actions that involve defective character traits, unsuitability, or nonperformance of duty. Waivers should only be done when processing the waiver is clearly in the best interest of the Air Force Reserve. Refer to **Chapter 11** for waiver procedures.

**4.7. Physical Standards.** Applicants must be physically qualified according to AR 40-501, *Standards of Medical Fitness*, USMEPCOM Regulation 40-1, *Medical Processing and Examinations*, or AFI 48-123, *Medical Examinations and Standards*.

4.7.1. Medical Facilities:

4.7.1.1. Physicals may be accomplished at any military medical facility. However, they must be reviewed and countersigned by an Air Force (or ARC) competent medical authority prior to further processing.

4.7.1.2. ARC IRR applicants may be given a required medical examination in an active duty Medical Treatment Facility (MTF) when an ARC medical unit is not available. This includes going to an active duty MTF for specialty consultation and diagnostic laboratory tests to evaluate abnormal findings on initial physical examinations and/or to determine their medical qualification for continued military duty. Aerospace medicine consultant services for an ARC member is authorized under AFI 48-101, *Obtaining Alternative Medical and Dental Care*, and AFH 41-114, *Military Health Services System (MHSS) Matrix*.

4.7.2. Medical Screening:

4.7.2.1. Screen all applicants for potentially disqualifying medical conditions that may render them unfit for service in the AFR. Ensure all applicants complete a DD Form 2246, **Applicant Medical Prescreening Form**. Compare their responses on the form with the list of potentially disqualifying conditions contained in **Attachment 10**. In questionable cases, recruiters consult their supervisor before initiating the physical process.

4.7.2.2. A physical examination will not be administered until the applicant for enlistment has received qualifying ASVAB scores.

4.7.2.3. The date of the physical must be within 24 months of date of enlistment except Palace Front (PF). Flying class 1/1A physicals are valid for 36 months.

4.7.2.4. Recruiters are not authorized to enlist an applicant before receiving that applicant's HIV and DAT test results.

4.7.2.5. Applicants must be qualified according to height, weight, and/or body fat standards before affiliating with the AFR.

4.7.2.6. Recruiting personnel will not perform body fat measurements.

4.7.2.7. Once in the AFR, everyone must meet the standards set forth in AFI 40-502, *The Weight Management Program* and AFVA 40-503, *United States Air Force Maximum Allowable Weight (MAW) Table*.

4.7.2.8. Use Tables 4.12 and 4.13 to qualify prospective applicants.

**Table 4.12. Height and Minimum/Maximum Allowable Weight (MAW) (see notes).**

Height Inches	MALE		FEMALE	
	Minimum Weight	Maximum Weight	Minimum Weight	Maximum Weight
58	98	149	88	132
59	99	151	90	134
60	100	153	92	136
61	102	155	95	138
62	103	158	97	141
63	104	160	100	142
64	105	164	103	146
65	106	169	106	150
66	107	174	108	155
67	111	179	111	159
68	115	184	114	164
69	119	189	117	168
70	123	194	119	173
71	127	199	122	177
72	131	205	125	182
73	135	211	128	188
74	139	218	130	194
75	143	224	133	199
76	147	230	136	205
77	151	236	139	210
78	153	242	141	215
79	157	248	144	221
80	161	254	147	226

**NOTES:**

1. Round off a fraction in height between 60 and 80 inches to the nearest inch. EXAMPLE: Record 63 1/4 as 63; record 63 1/2 as 64.
2. A substandard height waiver may be approved by the MEPS Chief Medical Officer (or the reserve unit's senior physician, on physicals taken at a reserve medical unit) for males who are 58 or 59 inches tall (shaded area). Minimum height for females is 58 inches. The MEPS CMO (or the reserve unit's senior physician, on physicals taken at a reserve medical unit) is also authorized to waive substandard weight up to 10 percent below the minimum. EXCEPTION: MEPS or reserve medical units do not have authority to approve underweight or underheight waivers for FCIII examinees or Air Force Reserve commissioning applicants.

**Table 4.13. Applicant Body Fat Measurement (BFM) Standard.**

<b>R U L E</b>	<b>If applicant's age is</b>	<b>and their gender is</b>	<b>and their current weight is</b>	<b>with BFM of</b>	<b>then the applicant</b>	<b>See Notes</b>
<b>1</b>	29 or less	male	at or below their maximum allowable weight	not required	passes	1
<b>2</b>			above their maximum allowable weight	20% or less	passes	2
<b>3</b>				21% or above	fails	3
<b>4</b>		female	at or below their maximum allowable weight	not required	passes	1
<b>5</b>			above their maximum allowable weight	28% or less	passes	2
<b>6</b>				29% or above	fails	3
<b>7</b>	30 or above	male	at or below their maximum allowable weight	not required	passes	1
<b>8</b>			above their maximum allowable weight	24% or less	passes	2
<b>9</b>				25% or above	fails	3
<b>10</b>		female	at or below their maximum allowable weight	not required	passes	1
<b>11</b>			above their maximum allowable weight	32% or less	passes	2
<b>12</b>				33% or above	fails	3

**NOTES:**

1. Applicant is qualified for entrance into the AFR if all other accession criteria are met. Applicant does not fall under the BFM procedures.
2. Applicant is qualified for entrance into the AFR if all other accession criteria are met. If during subsequent processing, the applicant is weighed at or below MAW, no further BFM



testing is required. (BFMs will only be administered by approved military medical personnel IAW AFI 40-502, *The Weight Management Program*.)

3. Applicants who fail the BFM test will be temporarily disqualified. To continue processing, they must pass a BFM. Once an applicant has failed a BFM, they will be evaluated under BFM standards only, on all subsequent weight checks, regardless of their weight.

#### 4.7.3. Commissioning Physicals:

4.7.3.1. All initial commissioning physicals require certification from HQ AFRC/SG (for unit) or HQ ARPC/SG (for Individual Reserve Programs)

4.7.3.2. Initial commissioning physicals for Line of the Air Force (LAF) specialties require appropriate SG certification prior to submitting the appointment application to the approval authority.

4.7.3.3. Initial commissioning physicals for direct appointments (e.g. health professions, chaplains, and judge advocates) are submitted with the appointment application to the appropriate selection authority.

#### 4.7.4. Flying Physicals:

4.7.4.1. Flying physicals require HQ AFRC/SG certification before accession to the AFR. Applicants applying for flying positions must be administered a flight physical examination. For PS applicants, the physical must be accomplished by an Air Force (or ARC) flight surgeon. Do not schedule flight physicals for PS or officer applicants at MEPS.

4.7.4.1.1. See **Table 4.14** for flight physical processing guidance.

**Table 4.14. Flight Physical Processing.**

R U L E	If	is taking a	then the physical is administered at	and is
1	An applicant for a pilot or navigator position	Flying Class 1 or 1A physical	any Air Force, Air National Guard, Or AFR military medical facility (see note)	Signed by an Air Force (or ARC) flight surgeon, reviewed by HQ AFRC/SGP and certified by HQ AETC/SGPS, in turn. Forward with the applicant's application
2	A prior service Applicant	Flying Class III physical		certified by HQ AFRC/SGP (Unit)
3				certified by HQ ARPC/SGP (IMAs only)
4	A non-prior service applicant	Flying Class III physical	any MEPS or Air Force military medical facility	certified by HQ AFRC/SGP

**NOTE:**

Flying Class physicals may be accomplished at any military medical facility. However, they must be reviewed and countersigned by an Air Force (or ARC) flight surgeon prior to further processing.

4.7.4.2. Inform applicants for flying positions that wearing contact lenses is prohibited for 72 hours before a Flying Class III (FCIII) physical examination and 90 days for Flying Class I and IA (pilot and navigator) physical examinations. All flight physicals forwarded for certification must include a Contact Lens Statement (see HQ AFRC/RSOT Forms Training Aide).

4.7.4.3. The local military medical facility may forward FCIII physicals to the appropriate reviewing and certifying authority shown in [Table 4.14](#). In those cases where the examining facility declines to do so, the recruiter forwards the physical to the appropriate authority shown in Table 4.14 using the following procedures:

4.7.4.3.1. Separate the original and two copies of the SF 88, **Report of Medical Examination** and SF 93, **Report of Medical History**, plus any supporting medical documentation into three separate sets.

4.7.4.3.2. Forward the medical documentation sets to HQ AFRC/RSOO (for unit accessions) or to HQ AFRC/RSOI (for Individual Reserve Program accessions). Include a large, self-addressed envelope and a transmittal letter which states which flying AFSC the individual is applying for.

#### 4.7.5. Dental Processing:

4.7.5.1. See [Table 4.15](#) for dental processing guidance.

**Table 4.15. Dental Processing Considerations (see notes 1, 2, 6).**

R U L E	If an applicant is wearing a orthodontic appliance that is		and is under active treatment		then the applicant may			See note
	Permanent	Temporary	Yes	No	Physical	Enlist	Perform military training	
1	X		X		No	No	No	
2	X			X	With letter	With let- ter	Not w/o additional letter	3,4
3		X	X		Yes	Yes	No	
4		X		X	Yes	Yes	Yes	5

#### NOTES:

1. Permanent orthodontic appliances may be removable or attached. Temporary appliances (also known as retainers) may be fixed or removable also.
2. Military training includes AD, Active Duty for Training (ADT) and Inactive Duty Training (IDT) but does not include initial IDT performed on the day of enlistment (DOE).
3. Applicants may be scheduled for physical examination and enlistment only if they provide a letter from their orthodontist stating active treatment is complete and all orthodontic appliances (except retainers) will be removed at the applicant's expense before IADT.
4. Applicants must obtain an additional letter from the orthodontist verifying removal of the orthodontic appliances before departing for military training.

5. Advise applicants wearing retainers that the AFR assume no responsibility for continuing care.
6. PS applicants may be considered for waiver for use of orthodontic appliances if required ADT is not in excess of 30 days.

#### 4.7.6. MEPS Medical Issues:

4.7.6.1. An applicant may be DQ by MEPS prior to the physical process being completed. An applicant determined disqualified by the MEPS CMO (further processing not justified) on the DD Form 2246, will not be allowed to further process (complete the physical) without a written memo from the appropriate SG waiver authority requesting the MEPS to complete the medical examination. Exercise good judgement in these matters. Contact HQ AFRC/RSOO or RSOI in questionable cases.

4.7.6.1.1. Forward the physical documentation available, (e.g., DD Form 2246, etc.) and a written request to HQ AFRC/RSOO (for unit accessions) or HQ AFRC/RSOI (for Individual Reserve Program accessions) for processing through the appropriate SG. State the request for MEPS to complete the physical on the DQ applicant based on the SG recommendation that a waiver will be authorized.

4.7.6.1.2. The MEPS will complete the physical with the SG letter of request. Once the physical is complete, forward it to the appropriate RS OPR for SG waiver consideration.

4.7.6.2. A MEPS medical disqualification (DQ) shows that the applicant does not meet physical standards for accession. Applicants medically DQ (with a completed physical) for entrance into military service by MEPS require a waiver approved by HQ AFRC/SGP(unit gains) or HQ ARPC/SGP (Individual Reserve Programs - IMAs) prior to accession.

4.7.6.2.1. If the MEPS recommend a waiver, the waiver must be submitted, unless the applicant is ineligible for some other reason.

4.7.6.2.2. Senior Recruiters may request waivers for disqualified physicals (without a written recommendation for waiver on the physical). Exercise good judgement in these matters. Contact HQ AFRC/RSOO or RSOI in questionable cases.

4.7.6.2.3. The gaining unit commander (unit accessions) or IMA PM (IMA accessions) must express acceptance when the applicant may be medically restricted to certain duties.

4.7.6.3. Any NPS or PS applicant who falls under initial entry standards who receives a "3" profile on a MEPS physical is disqualified. The RMU cannot override a MEPS disqualification, or re-profile any "3" profile generated by MEPS.

4.7.6.3.1. Individuals with physicals DQ by a MEPS and wishing to present additional medical information on their behalf must be referred to the MEPS. The MEPS medical officer qualifies/disqualifies or recommend waivers as appropriate. No profile done at MEPS may be changed by another medical facility except as follows:

4.7.6.3.1.1. An H-2 (hearing) profile given by MEPS may be adjusted to an H-1 profile provided the individual meets the hearing requirements in AFI 48-123. An Air Force RMU may correct this profile on the back of the SF 88 and add a remark showing the hearing profile was adjusted to USAF standards.

4.7.6.3.1.2. An Air Force RMU may revise a MEPS generated "3" profile on PS applicants processed under retention standards according to AFI 48-123, or AR 40-501, if the

applicant meets the criteria in AFI 48-123, and MEPS has not medically DQ the applicant for entrance into military service.

4.7.6.3.1.2.1. A MEPS physical may be considered under retention standards only if the physical specifically states this in block 77 of the SF 88 (for example, retention, world wide duty, etc.). The MEPS determines which applicants are processed under retention standards using the criteria in MEPCOM regulations.

4.7.6.4. A history of Radial Keratotomy (RK), a surgical procedure to modify the refractive power of the cornea, or Photorefractive Keratoplasty (PRK), a procedure using a laser to modify the refractive power of the cornea, is disqualifying for all AFR affiliation. Waivers are not authorized. Recruiting personnel should discourage anyone contemplating either procedure or any other surgical procedure to correct visual acuity or modify the refractive power of the cornea, in order to qualify for the AFR.

4.7.7. Use Table 4.16 for conditions of physical ineligibility.

**Table 4.16. Physical Conditions Which Render Applicants Ineligible.**

<b>R U L E</b>	<b>Applicants are ineligible when one or more of the following conditions exist</b>	<b>Waiver Authorized</b>		<b>See Notes</b>
		<b>Yes</b>	<b>No</b>	
<b>1</b>	Applicant has disqualifying physical impairment, disease, or medical condition.	<b>X</b>		
<b>2</b>	Separated for physical disability or medical reasons from any of the U.S. Armed Forces. EXCEPTIONS: See Rule 3 for Existed Prior to Service (EPTS) or Failed To Meet Entrance Physical Requirements (FMEPR).		<b>X</b>	1
<b>3</b>	Separated for physical disability or medical reasons for EPTS or FMEPR (with or without severance pay) from any of the U.S. Armed Forces.	<b>X</b>		1
<b>4</b>	Has any tattoos/brands above the collarbone and readily visible when wearing an open collar. Has excessive tattoos/brands anywhere on the body or any that are obscene, advocate sexual, racial, ethical, or religious discrimination. Additionally, has any exposed and non-removable body piercing.		<b>X</b>	2

**NOTES:**

1. Members released from AD and placed on the Temporary Disability Retired List (TDRL) are ineligible. Those individuals who are declared physically unfit on a Retirement Special Order-Physically Unfit, are also ineligible for accession. Applicants who are released from the TDRL and declared fit on a Retirement Special Order-Removal from TDRL, are eligible for accession consideration, without a waiver, provided they are otherwise qualified.
2. Excessive is defined as any tattoo/brands that exceed ¼ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform. Includes tat-

toos/brands anywhere on the body that are prejudicial to good order and discipline or of a nature that tends to bring discredit upon the AFR in or out of uniform. Body piercing is attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any other exposed body part while in uniform (exception: females may wear earrings as authorized by Air Force standards of appearance. In questionable cases, see [Chapter 11](#) for a Military Image Eligibility Determination.

#### 4.7.8. PS Physical Standards:

4.7.8.1. Anyone who is currently a member of the Armed Forces (active or inactive) or a PS applicant within 180 days of discharge date (at time of oath administration) is exempt from preaccession drug and alcohol testing. HIV screening is required if over 90 days have passed since their discharge date.

4.7.8.2. Applicants reassigned to the IRR who have an assignment limitation code for the weight management program, require a waiver to remove the code. See [Table 11.1.](#), rule 26, note 14.

4.7.8.3. Palace Chase/Palace Front members who have an Assignment Limitation Code "C" on the records review RIP (Report on Individual Personnel), must have their medical records reviewed and approved by the appropriate ARC/SG prior to assignment or enlistment into the AFR.

4.7.8.4. Members applying for flying positions must be administered a flight physical examination. The examination report must be reviewed and approved by HQ AFRC/SGP (unit) or HQ ARPC/SGS (IMAs) before assignment or enlistment.

4.7.8.5. Enlisted members assigned to a unit aircrew position within 3 years of separation from a RegAF, AFR, or ANG flying assignment do not require higher headquarters certification if they are entering into the same AFSC previously held and they do not require a waiver.

4.7.8.6. Initial applicants for aircrew positions who obtained FCIII physicals certified by any USAF Major Command (MAJCOM) before separation from AD, do not require recertification by HQ AFRC/SGP or HQ ARPC/SGS. The physical must be current and applicable to the aircrew position the member is being gained into.

4.7.8.7. Pregnant members requesting retraining (nonflying), must obtain approval from the gaining commander before their assignment or enlistment. Pregnant members must complete any nonflying course of training before their 34th week of pregnancy. Pregnant members may not perform any military duties past the 34th week of pregnancy according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

4.7.8.7.1. Pregnant active duty members currently serving in aircrew AFSCs will not be DQ for AFR affiliation due to pregnancy. However, the recruiter must obtain approval of the gaining unit commander before a PALACE FRONT assignment or enlistment. This does not apply to those members applying for retraining or entry into a new aircrew AFSC since they cannot meet the physical qualification for the flying position and are not considered fully qualified.

4.7.8.8. Use Table 4.17 for PS physical standards.

**Table 4.17. PS Physical Standards (see notes).**

<b>R U L E</b>	<b>If the Accession type and status is</b>	<b>The documents needed are</b>
<b>1</b>	<b>Palace Front (non-flying)</b>	SF 88 dated within 60 months of EDCSA; SF 93; DD Form 2697; DD Form 2246 <b>or</b> PHA dated within 12 months of EDCSA; DD Form 2697; DD Form 2246, AF Form 422
<b>2</b>	<b>Palace Front (flying)</b>	long flying examination (SF 88) dated within 12 months of EDCSA; SF 93; DD Form 2697; DD Form 2246 <b>or</b> most recent long flying exam AND short flying exam (AF Form 1446) dated within 12 months of date of EDCSA; SF 93; DD Form 2697; DD Form 2246 <b>or</b> PHA (flying) dated within 12 months of EDCSA; DD Form 2697; DD Form 2246, AF Form 422
<b>3</b>	<b>Palace Chase (non-flying)</b>	SF 88 dated within 36 months of application; SF 93; DD Form 2697; DD Form 2246 <b>or</b> PHA dated within 12 months of application; DD Form 2697; DD Form 2246, AF Form 422
<b>4</b>	<b>Palace Chase (flying)</b>	long flying examination (SF 88) dated within 12 months of application; SF 93; DD Form 2697; DD Form 2246 <b>or</b> most recent long flying exam AND short flying exam (AF Form 1446) dated within 12 months of application; SF 93; DD Form 2697; DD Form 2246 <b>or</b> PHA (flying) dated within 12 months of application; DD Form 2697; DD Form 2246, AF Form 422
<b>5</b>	<b>AFR (IRR) (non-flying)</b>	SF 88; (retention standards) dated within 60 months (see note 8 and 9) of projected EDCSA; SF 93; DD Form 2246 <b>or</b> PHA dated within 12 months of EDCSA; DD Form 2246
<b>6</b>	<b>AFR (IRR) (flying)</b>	long flying examination (SF 88) dated within 12 months of date of application; SF 93; DD Form 2246 <b>or</b> most recent long flying exam AND short flying exam (AF Form 1446) dated within 12 months of date of application; SF 93; DD Form 2246 <b>or</b> PHA dated within 12 months of EDCSA (flying); DD Form 2246
<b>7</b>	<b>Currently in another branch or PS within 180 days of Discharge (non-flying)</b>	SF 88 (retention standards) dated within 60 months (for Air Component discharges) or 24 months (for other service discharges) of DOE; SF 93; DD Form 2246 <b>or</b> PHA dated within 12 months of DOE; SF 93; DD Form 2246
<b>8</b>	<b>Currently in another branch or PS within 180 days of Discharge (flying)</b>	long flying exam (SF 88) dated within 12 months of DOE; SF 93; DD Form 2246 <b>or</b> most recent long flying exam AND short flying exam (AF Form 1446) dated within 12 months of DOE; SF 93; DD Form 2246 <b>or</b> PHA dated within 12 months of EDCSA (flying); DD Form 2246

<b>R U L E</b>	<b>If the Accession type and status is</b>	<b>The documents needed are</b>
<b>9</b>	<b>PS over 180 days of Discharge (non-flying)</b>	SF 88; SF 93 (enlistment standards) dated within 24 months of DOE; DD Form 2246 (see note 3)
<b>10</b>	<b>PS over 180 days of discharge (flying)</b>	SF 88—Flying Physical Examination certified by HQ AFRC/SGP; SF 93; DD Form 2246 (see note 3)
<b>11</b>	<b>Air National Guard (non-flying)</b>	SF 88 (retention standards) dated within 60 months of projected EDCSA; SF 93; DD Form 2246 <b>or</b> PHA dated within 12 months of EDCSA; DD Form 2246
<b>12</b>	<b>Air National Guard (flying)</b>	long flying examination (SF 88) dated within 12 months of projected EDCSA; DD Form 2246 <b>or</b> most recent long flying exam AND short flying exam (AF Form 1446) dated within 12 months of SF 93; DD Form 2246 projected EDCSA; OR PHA (flying) dated within 12 months of EDCSA; DD Form 2246

**NOTES:**

1. The DD Form 2697 is required for those applicants in Rules 1 through 4 of this table. The DD Form 2697 is mandatory for all active duty separatees, when using a current physical examination under the appropriate rule(s) of this table. If the existing physical is not current, a new physical must be accomplished, therefore the DD Form 2697 is not required.
2. During the initial interview, use of the DD Form 2246 is mandatory for all applicants. Use of this form is essential to the AFR accession medical screening process. Refer to **Attachment 10** for medical screening, and the following:
  - a. When using a MEPS physical:
    - (1) If a positive response is not annotated on the DD Form 2246 for a condition listed in **Attachment 10**, continue processing the applicant.
    - (2) If a positive response is annotated on the DD Form 2246 for a condition listed in **Attachment 10**, this does not constitute an immediate medical disqualification by the recruiter. Follow the instructions outlined in **Attachment 10** (A10.1. through A10.1.1.2).
  - b. When using an existing physical:
    - (1) If a positive response is not annotated on the DD Form 2246 for a condition listed in **Attachment 10**, continue processing the applicant.
    - (2) If a positive response is annotated on the DD Form 2246 for a condition listed in **Attachment 10**, this does not constitute an immediate medical disqualification by the recruiter. Immediately contact the RMU for further guidance. Attach the DD Form 2246 with documentation requested by the RMU. The applicant will not be gained until cleared by the RMU. The RMU signature (in Section V) on the DD Form 2246 will reflect the applicant's clearance to continue processing.
    - (3) If the RMU determines review by a military physician is required, the RMU will return the DD Form 2246, signed by a military physician, with the appropriate block

marked in Part V, no later than the first duty day following the next scheduled UTA. In questionable cases, contact HQ AFRC/RSOO for guidance.

3. Applicants with a “4” profile for pregnancy may be eligible for assignment, Palace Front enlistment or enlistment within 180 days of discharge. Applicants must be cleared in writing by a qualified physician attesting to an uncomplicated pregnancy. In addition to the other documents required in this table, the applicant must provide an AF Form 422 and a medical document attesting to an uncomplicated pregnancy. A signed signature block must appear on both forms. Pregnant U.S. Army members may use a properly documented DA Form 3349, **Physical Profile Serial**, in lieu of an AF Form 422. Pregnant applicants over 180 days of discharge do not meet physical standards for enlistment according to AFI 48-123, and are ineligible for processing.
4. For applicants who served with the USA, a DA Form 3349, completed within 3 months of separation may be used in lieu of the actual SF 88 and SF 93; however, it must reflect a complete physical profile in the appropriate block.
5. Applicants currently or previously medically qualified to perform Air Force or ARC flying duties do not require additional review, certification, or reexamination prior to retraining into another non-rated aircrew position (FCIII), unless the individual is retraining into AFSC 1A0X1, 1T2X1, or requires a waiver. Current flying examinations, to include PHAs (flying), are valid for 12 months. Initial flying physicals are valid for 36 months.
6. The Physical (Preventive) Health Assessment Program is the current Annual Physical Program for all active duty Air Force personnel. For accession purposes, a PHA consists of; the SF 600, **Chronological Record of Medical Care**, overprint (current within the directives of this table); any official medical examination documentation identified as a PHA by competent medical personnel; along with any supporting medical documentation. In questionable cases, contact HQ AFRC/RSOO for guidance.
7. For accession purposes, a PHA (flying) consists of; any official medical examination documentation classified as a PHA (flying) by competent medical personnel (to include the SF 600 overprint); and any supporting medical documentation. In questionable cases, contact HQ AFRC/RSOO for guidance.
8. Members assigned to the IRR without a physical dated within 60 months may be assigned with the additional completion of AF Form 895, **Annual Medical Certificate**. Any positive responses on the AF Form 895 and DD Form 2246 for a condition listed in **Attachment 10** requires review by the RMU for unit gains or HQ ARPC/SGS for IMA gains. These applicants cannot participate except to obtain a periodic physical examination. The gaining commander must indorse the statement “I understand this member will not be a participating asset until they are medically cleared for duty”.
9. Members assigned to the IRR (Rule 5 only) for more than 36 months will require the additional completion of AF Form 895. Any positive responses on the AF Form 895 and DD Form 2246 for a condition listed in **Attachment 10** requires review by the local RMU for unit gains or HQ ARPC/SGS for IMA gains. A complete periodic physical examination may be required at the discretion of the medical-reviewing officials.
10. A physical profile is required for all accessions. The most current physical profile will be obtained from the SF 88; AF Form 422; or any PHA supporting medical documentation that specifically identifies the physical profile.



**4.8. Education and ASVAB.** Educational requirements for commissioning are specified in AFI 36-2005. College students in their third or fourth year of Reserve Officer Training Corps (ROTC) are obligated to active service and are not eligible for the Air Force Reserve.

4.8.1. The only minimum educational requirement is for 17 year old NPS applicants. To be eligible to enlist in the AFR, a 17-year-old applicant must either:

4.8.1.1. Possess a high school diploma, or

4.8.1.2. Have completed one semester of college level credit, or

4.8.1.3. Be a high school junior, senior, or graduate and ship to IADT within 365 days of date of enlistment; possess a letter of intent to graduate from the school they are presently attending (school must be an accredited educational institution), or

4.8.1.4. Be an alternate credential holder (Tier Two). (See [Attachment 1](#), *Educational Credentials* for GED)

4.8.2. There is no other minimum educational requirement for enlistment; however, mental and aptitude criteria differ between the educational tiers. ASVAB results are directly related to an applicant's educational tiers. Use Table 4.19 to correlate education and ASVAB score requirements.

4.8.3. Unless otherwise provided in this instruction, all college and university course credits must have been earned from a school listed in the "Accredited Institutions of Post secondary Education (AIPE)," published by the American Council on Education (ACE). To determine if credit should be awarded, use the most current AIPE guide or the edition for the last year individual attended (during the period the applicant attended). In questionable cases contact HQ AFRC/RSOO to ensure the school is accredited. Schools not listed are unacceptable for advanced enlistment grade under the Stripes for Education and Training Program (see [Table 6.1](#)). If high school transcripts are used to determine high school accreditation they must bear the original signature of the school issuing official or the raised seal. Two and four year college transcripts must be embossed with the school seal (raised or stamped).

4.8.4. The ASVAB evaluates specific aptitude areas and provides percentile scores that are used for selecting and classifying individuals for the Armed Forces.

4.8.4.1. There are two ASVAB testing programs: production and student.

4.8.4.1.1. The production test involves authorized testing, such as testing at a MEPS or mobile examining teams (MET) site. The test results are given directly to the appropriate recruiting service and are for its use only.

4.8.4.1.2. The student ASVAB test is offered on a voluntary, "no cost" basis to educational institutions (high schools and vocational trade schools). Test results are provided to the school, student, and all recruiting services. Although test scores may be used for enlistment purposes, the Department of Defense advertises the student version primarily as a counseling tool. Guidance concerning the student ASVAB program is in AFJI 36-2016, *Armed Services Military Personnel Accession Testing Programs*.

4.8.4.2. ASVAB scores are valid for a period of 2 years from the date the test was administered.

- 4.8.4.2.1. A valid retest invalidates all previous test results. Use the most recent valid ASVAB result for enlistment. AFMAN 36-2108 prescribes the minimum scores required to enter an Air Force Specialty (AFS).
- 4.8.4.3. Parental or guardian consent is not required for ASVAB testing of an applicant less than 18 years of age. However, an applicant 16 years of age may not be administered a production version of the ASVAB unless the individual is a high school graduate (HSG) or currently enrolled as a high school senior.
- 4.8.4.4. Verification screening is performed on all ASVAB tests administered by the MEPS. This screening process identifies irregular scoring patterns and can result in a mandatory Verification Index (VI) test. If the applicant does not take the VI test, the MEPS commander invalidates the scores for enlistment purposes. After the VI test, the resulting test scores are considered valid. VI testing does not constitute a retest unless the entire battery is given.
- 4.8.4.5. An applicant who has answered at least one question on the ASVAB is considered to have tested.
- 4.8.4.6. For the purpose of this instruction, the Armed Forces Classification Test (AFCT) will be treated equivalent to the ASVAB as long as the AFCT is properly utilized in accordance with AFJI 36-2016.
- 4.8.5. If an ART applicant has disqualifying ASVAB line scores for their projected AFSC, the recruiter must contact the Personnel Employment section at their MPF by letter.
  - 4.8.5.1. The recruiter will prepare a letter that includes the following:
    - 4.8.5.1.1. The applicant has disqualifying ASVAB line scores for the projected AFSC.
    - 4.8.5.1.2. The applicant's ASVAB line scores.
    - 4.8.5.1.3. The minimum ASVAB requirements for the projected AFSC contained in AFMAN 36-2108.
    - 4.8.5.1.4. A request asking if the gaining unit requires the applicant to attend formal initial skills training.
  - 4.8.5.2. The MPF will coordinate with the gaining unit to determine if the applicant will/will not attend formal initial skills training. They will then provide the recruiter a written answer via an endorsement to the request letter.
  - 4.8.5.3. If the ART applicant does not have to attend formal initial skills training, the applicant's ASVAB line scores are irrelevant and the recruiter may continue processing.
  - 4.8.5.4. If the ART applicant has to attend formal initial skills training, the applicant **MUST** meet all ASVAB requirements for the AFSC contained in AFMAN 36-2108. In this case, the applicant is ineligible.
  - 4.8.5.5. If an applicant, not required to attend formal initial skills training, enlists or is assigned as an ART, the recruiter must forward the completed letter to the MPF. If an applicant, required to attend formal initial skills training, is disqualified (DQ) for the projected AFSC, the completed letter remains in the DQ case file.
- 4.8.6. Use Table 4.18 for ASVAB retesting guidance.

Table 4.18. ASVAB Retest Guidance.

R U L E	If the applicant's initial test was	then retesting on	is	if administered after the initial test	See notes
1	A production or student version	Production version	prohibited	0-30 days	1
2			authorized by senior recruiter	1-6 months	2,3,4,5,6
3			authorized	6 months	2,4
4		student version	prohibited	0-6 months	1,6
5			authorized	6 months	2

**NOTES:**

1. No waivers or exceptions.
  2. For retest purposes, 6 months is defined as six calendar months.
  3. One retest may be authorized before 6 months have elapsed from the initial test. After the first retest, a 6 month wait for any further retesting is mandatory. There is a mandatory 6 month wait for retesting whenever the previous test is invalidated.
  4. A properly completed MEPCOM Form 714A, **Request for Examination**, is the authority for a retest. However, if the retest occurs less than 6 months after the initial test, approval must be obtained from the senior recruiter.
  5. Retesting after 1 month and before 6 months following the initial test date is permitted if the following criteria are met:
    - a. Applicant has not previously retested.
    - b. Retesting is being requested because the initial scores do not appear to reflect the applicant's true capability (consider the applicant's education, training, and experience).
    - c. The retest is not being requested solely because the applicant's initial scores did not meet the standards prescribed for an enlistment option or program.
  6. In cases where compulsory (verified by the school) student testing occurs after an individual has previously taken an ASVAB test, use the resulting scores from the student version for enlistment, provided the student test is administered more than 30 days after the previous test.
- 4.8.7. Use Table 4.19 for education credentials and tiers guidance.

**Table 4.19. Education Credentials and Tiers for ASVAB Processing.**

<b>R U L E</b>	<b>If the applicant's education level is</b>	<b>then the applicant is in</b>			<b>if he/she qualifies for at least one AFSC according to AFMAN 36-2108 then the minimum AFQT is</b>	<b>See Note</b>
		<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>		
<b>1</b>	High School Junior or Senior	<b>X</b>			31 QT	1
<b>2</b>	High School Diploma	<b>X</b>			31 QT	1
<b>3</b>	Completion of One Semester of College Credit	<b>X</b>			31 QT	1
<b>4</b>	Prior Service with GED	<b>X</b>			31 QT	1
<b>5</b>	Correspondence School Diploma		<b>X</b>		50 QT	2
<b>6</b>	High School Certificate of Attendance		<b>X</b>		50 QT	2
<b>7</b>	Home Study Diploma	<b>X</b>			31 QT	1
<b>8</b>	Occupational Program Certificate		<b>X</b>		50 QT	2
<b>9</b>	National Guard Youth Challenge Program GED	<b>X</b>			31 QT	3
<b>10</b>	Test-Based Equivalency		<b>X</b>		50 QT	2
<b>11</b>	Non-High School Graduate			<b>X</b>	65 QT	4

**NOTES:**

1. HS graduate or Higher. High school juniors and seniors may enlist; however, the applicant must meet all the qualifications listed in one of Rules 1-8 prior to departure for Initial Active Duty for Training (IADT). Applicants educated in schools not in a U. S. educational system must have their education level evaluated before enlistment (see [Table 5.1.](#), note 5).
  2. Alternate Credential Holder. Includes GED other than National Guard Youth Challenge Program. See [Attachment 1](#) for definition of term.
  3. This program must be completed prior to enlistment.
  4. An applicant who holds none of the above credentials.
- 4.8.8. ASVAB Requirements for PS applicants whose last period of service was any Air Component, within 5 years of discharge, whose previous test scores have been verified (AFQT verification not required), and are entering into:
- 4.8.8.1. A previously awarded AFSC; the test scores are valid for enlistment.
  - 4.8.8.2. An AFSC never previously awarded (retraining); the applicant must meet all M-A-G-E score requirements for the AFSC according to AFMAN 36-2108.
- 4.8.9. Refer to AFMAN 36-2108 for M-A-G-E score requirements for entry or award of an AFSC. Applicants must also qualify using the current edition of the Air Force Specialty and Classification Book (AFSCB) for entry (not award) qualification standards of basic trainees into a specific AFSC. Contact HQ AFRC/RSOO for guidance on conflicts between these two sources.

4.8.10. PS enlistees are not required to meet aptitude score requirements contained in AFMAN 36-2108 provided they enlist in a previously awarded AFS (to include Military Occupational Specialties (MOS)/Naval Rates/Naval Enlisted Codes (NEC)/Job Codes converted to an AFSC) which has not been withdrawn due to passage of time.

**4.9. Dependency Status and Family Care.** Determines if the applicant's family status will adversely impact readiness and if the applicant can afford to support family members on less than E-4 pay and allowances during IADT/ADT.

4.9.1. AFR recruiters will ensure all applicants (with or without family members), are counseled on family care responsibilities before they obligate themselves to the AFR.

4.9.1.1. Ensure all applicants fully understand the unique demands of military service, the necessity for making and maintaining family care arrangements, and that failure to make such arrangements may subject the member to disciplinary action or involuntary separation according to AFI 36-2908, *Family Care Plans*.

4.9.2. Use Table 4.20 to determine eligibility for enlistment, based on family member status. This Table does not apply to PF, PC, or ARC (e.g., IRR, ANG, etc.) accessions. Family care accession criteria for officer appointments are identified in AFI 36-2005.

**Table 4.20. Family Care and Applicant Eligibility (see note 1).**

R U L E	If the applicant is	and the applicant	then status is		Enlistment Determination Authorized		See Notes
			Eligible	Ineligible	Yes	No	
1	Single	has no family members	X		N/A	N/A	
2		has any family members incapable of self-care		X	X		2,3
3	Divorced	has no family members	X		N/A	N/A	
4		has any family members incapable of self-care		X	X		2
5	Separated	has no family members	X		N/A	N/A	
6		has any family members incapable of self-care		X	X		2, 3
7	Married to a non-military Member	has no family members	X		N/A	N/A	
8		has one family member incapable of self-care	X		N/A	N/A	
9		has two or more family members incapable of self-care		X	X		2, 4
10	Married to a military member	has no family members	X		N/A	N/A	
11		has any family members incapable of self-care		X	X		2

R U L E	If the applicant is	and the applicant	then status is		Enlistment Determination Authorized		See Notes
			Eligible	Ineligible	Yes	No	
12	PS and married to a military member	has any family members incapable of self-care and is concurrently enlisting from AD/EAD or active participation in a reserve or guard component	X		N/A	N/A	
13	PS and single; divorced; separated; or married to a military or a non-military member	has any family members incapable of self-care and held an identical family care status previously while on AD/EAD or while actively participating in any reserve or National Guard component	X		N/A	N/A	5

**NOTES:**

1. Recruiters must directly question applicants concerning any changes, or expected changes in family status (that is, pregnancy of wife or female companion, pending divorce, voluntary or legal separation, etc.). Any change or expected change that renders or could render the applicant ineligible at a later date is disqualifying, and may require an approved enlistment determination before the applicant is eligible to enter the AFR.
2. See [Table 11.1.](#), Rule 13 for family care determinations, and Rule 14 for E-3 or below with 2 or more family members, as applies to determination procedures.
3. Voluntarily or legally separated applicants with any minor family members and no court order that has or will be issued are ineligible. If a court order is issued due to legal separation proceedings, this order is temporary in nature and in no way constitutes a final decree, also rendering the applicant ineligible. If the separation is involuntary due to employment or attendance at school, the applicant must obtain a notarized statement from the spouse stating reason for separation. The applicant is considered "married" in this case. The notarized statement must be included with the enlistment documentation and family care determination package, as appropriate.
4. No restrictions for PS applicants qualified to enlist in grade E-4 or higher.
5. Single member sponsors are eligible (and this rule applies) if family member status was not a factor in their separation.

**4.10. Drugs.** The AFR policy is to prevent illegal drug use and eliminate alcohol abuse.

4.10.1. The illegal or improper use of drugs and alcohol is not condoned and, in most cases, renders an applicant ineligible for accession. It may also seriously damage an AFR member's physical and mental health, place the safety of others in jeopardy, and result in criminal prosecution and discharge under less than honorable conditions.

4.10.2. In most cases, applicants are not eligible for accession (see [Table 4.21.](#)) if they:

4.10.2.1. Have ever illegally used drugs.

4.10.2.2. Have been convicted of illegal use or involvement with drugs.

4.10.2.3. Have had any adverse adjudication for illegal use or involvement with drugs.

4.10.2.4. Have been diagnosed as an alcoholic.

4.10.2.5. Self admit to alcoholism or alcohol abuse.

4.10.3. Applicants are not allowed to change their minds concerning admissions of drug abuse. If an applicant admits to drug abuse, but then claims to have misunderstood or been confused when told such drug abuse is disqualifying, the original statement must stand.

4.10.4. Consider all admissions of drug use, no matter when they occurred.

4.10.5. Use Table 4.21 for applicant eligibility for drug or alcohol use.

**Table 4.21. Applicant Eligibility--Drug and Alcohol Use.**

R U L E	If an applicant <i>Applicant is ineligible if Intoxicated or under the influence of alcohol or drugs at any time during processing. No waiver is authorized.</i>	then the applicant is	Status			Waiver Authorized		See notes	
			A	B	C	Yes	No		
<b>Status A</b>		Applies to NPS accessions							
<b>Status B</b>		Applies to PS individuals being concurrently accessed into the AFR without a break in service, when accession guidelines do not require the use of an AF Form 2030							
<b>Status C</b>		Applies to any PS individuals being accessed into the AFR when accession guidelines require the use of an AF Form 2030							
<b>1</b>	Admits to using or possessing marijuana at a time the applicant did not hold military status	eligible	X	X	X	N/A	N/A	1,6	
<b>2</b>	Admits to using or possessing marijuana at a time the	eligible		X		N/A	N/A	1,6	
<b>3</b>	Applicant held military status (includes NPS in DEP)	ineligible			X		X	3,6	
<b>4</b>	has been convicted, or adversely adjudicated for use or	ineligible	X		X	X		6,7	
<b>5</b>	possession of marijuana (to include drug paraphernalia) at a time the applicant did not hold military status	eligible		X		N/A	N/A	6	
<b>6</b>	has been convicted, or adversely adjudicated for use or	see note		X			X	3,6	
<b>7</b>	possession of marijuana (to include drug paraphernalia) at a time the applicant held military status	ineligible			X		X	3,6	
<b>8</b>	has been convicted, or adversely adjudicated for supplying, distributing, or trafficking in marijuana for financial gain	ineligible	X	X	X		X		
<b>9</b>	is psychologically dependent on or is a chronic user of marijuana (determined by competent medical authority)	ineligible	X	X	X		X		
<b>10</b>	used, possessed, sold, transported, transferred or supplied marijuana, or any illegal drug, any time during the AFR accession process (after signing the AF Form 2030)	ineligible	X	X	X		X		

R U L E	If an applicant <i>Applicant is ineligible if Intoxicated or under the influence of alcohol or drugs at any time during processing. No waiver is authorized.</i>	then the applicant is	Status			Waiver Authorized		See notes
			A	B	C	Yes	No	
Status A		Applies to NPS accessions						
Status B		Applies to PS individuals being concurrently accessed into the AFR without a break in service, when accession guidelines do not require the use of an AF Form 2030						
Status C		Applies to any PS individuals being accessed into the AFR when accession guidelines require the use of an AF Form 2030						
11	Admits to the illegal or improper use of amphetamines, barbiturates, or anabolic steroids at a time the applicant did not hold military status	ineligible			X	X		6
12		eligible		X		N/A	N/A	6
13		ineligible		X	X		X	
14	Admits to or has a history of inhalant usage (glue sniffing, paints, thinners, and others) at a time the applicant did not hold military status	see note	X	X	X	N/A	N/A	2,6
15	Admits to or has a history of inhalant usage (glue sniffing, paints, thinners, and others) at a time the applicant held military status	ineligible		X	X		X	
16	Admits to the illegal or improper use of illegal drug, other than amphetamines, barbiturates, anabolic steroids or inhalants (glue, paint, thinners, and others)	ineligible	X	X	X		X	
17	has been convicted, or adversely adjudicated, at any time, for illegal use, possession, sale, supplying, transportation, or transfer of illegal drugs	ineligible	X	X	X		X	
18	is identified during accession drug testing (DAT) as a drug user or has a blood alcohol content of .05 or higher	ineligible	X	X	X		X	
19	has not been diagnosed as alcoholic, but admits to ever having a dependency on alcohol or having a history of alcohol related incidents	see note	X	X	X	N/A	N/A	4
20	has been diagnosed as an alcoholic, has successfully completed a treatment program at a licensed treatment facility, and has maintained sobriety for at least 2 consecutive years	ineligible	X	X	X	X		5

**NOTES:**

1. Non-experimental marijuana use must be identified to competent medical authority (for example, to the MEPS chief medical officer (CMO) or the unit CMO on the appropriate medical prescreening form, etc.) for an evaluation to determine the applicant's eligibility. The appropriate CMO or competent medical authority makes the final determination of an applicants' use of marijuana as being experimental or non-experimental. Applicants are eligible if they are certified medically qualified for accession by competent medical authority (that is, the MEPS CMO or unit CMO, etc.). If the medical authority determines the applicant is psychologically dependent on or a chronic user of marijuana, Rule 9 applies. The recruiter must



obtain documentation from this authority verifying the applicant's eligibility and include it in the case file. NOTE: Non-experimental marijuana use does not have to be identified to competent medical authority for PS individuals if:

- a. All non-experimental use was previously revealed to competent medical authority and
  - b. That authority determined the individual was eligible to enlist and
  - c. The individual had subsequent military service.
2. Individuals who have a record of, or admit to, inhalant usage must be identified to competent medical authority (for example, to MEPS or the unit CMO on the appropriate medical pre-screening form, etc.) for an evaluation to determine their eligibility. Applicants are eligible if they are certified medically qualified for accession by competent medical authority (that is, the MEPS CMO or unit CMO, etc.). The recruiter must obtain documentation from this authority verifying the applicant's eligibility and include it in the case file. NOTE: Inhalant usage does not have to be identified to competent medical authority for PS individuals if:
  - a. All inhalant usage was previously revealed to competent medical authority and
  - b. That authority determined the individual was eligible to enlist and
  - c. The individual had subsequent military service.
3. EXCEPTION: The exceptions to this rule are for PS Regular Air Force (RegAF), includes NPS who were in DEP, and ARC applicants ONLY:
  - a. Waivers will be considered under the following conditions:
    - (1) The incident occurred while the applicant held RegAF active duty or any ARC status,
    - (2) The incident was addressed by the applicant's RegAF or ARC commander,
    - (3) The applicant's RegAF or ARC commander elected to waive discharge action and allow the member to continue service,
    - (4) The applicant possesses an eligible reenlistment code on either a DD 214/215 or NGB 22 and,
    - (5) There is no existing unfavorable information file (UIF).
  - b. Waivers will also be considered for applicants who: (1) self admit to experimental use of marijuana while holding PS RegAF or ARC status only, and (2) did not disclose this to their RegAF or ARC commanders, and (3) were discharged or separated with an eligible reenlistment code.
4. Individuals in this category must be identified to competent medical authority (for example, to MEPS or the unit CMO on the appropriate medical prescreening form, etc.) for an evaluation of their alcohol dependency to determine their eligibility. Applicants are eligible if they are certified medically qualified for accession by competent medical authority (that is, the MEPS CMO or Unit CMO, etc.).
5. Authorized individuals consider waivers for alcoholism on a case-by-case basis, according to AFI 36-2701, *Social Actions Program*.
6. Applicants in this category may be denied classification in certain skills (see AFMAN 36-2105, *Officer Classification* and AFMAN 36-2108).
7. Submit waivers to this rule as morals waivers.

**4.11. Social Security Number (SSN).** Do not process applicants without a SSN. Use Table 4.22 for processing requirements.

**Table 4.22. Processing Requirements--Applicant Social Security Number.**

<b>R U L E</b>	<b>Action</b>	<b>Number of documents</b>	<b>Documents required</b>	<b>See Notes</b>
<b>1</b>	only process (prior to enlistment)	two	drivers license; TD Form W-2, <b>Wage and Tax Statement</b> ; pay stub or statement; local, state, federal, or student identification (ID) card; DD Form 1173, <b>Uniform Services Identification and Privilege Card</b> ; an official school transcript	1,2,3
<b>2</b>	Process for enlistment and subsequently enlist	one	any document listed in Table 5.1, rules 11-14, and 17-19.	3

**NOTES:**

1. The same form of document from different sources, may be used (EXAMPLE: Two TD Form W-2s from different employers, two official transcripts from different schools) or two ID cards from different agencies (EXAMPLE: One student ID and one state employee ID).
2. All documents used must agree and contain the applicant's name and SSN.
3. Applicants processing for the AFR must be otherwise qualified.

## Chapter 5

## DOCUMENT VERIFICATION GUIDELINES

**5.1. Verification of Age, Name, Citizenship, and Education.** While the recruiter may assist in obtaining the required documents, the ultimate burden of proof rests with the applicant.

**5.2. Non-Acceptable Documents.** The following documents are not acceptable for verification:

- 5.2.1. Baptismal certificates.
- 5.2.2. Confirmation certificates.
- 5.2.3. Foreign birth certificates (with or without seal).
- 5.2.4. Hospital birth certificates.
- 5.2.5. Foreign passports.
- 5.2.6. Metal Social Security cards.
- 5.2.7. Miniaturized DD Form 214, and DD Form 215.
- 5.2.8. DD Form 1173, **Uniform Service ID and Privilege Card**.

**5.3. Acceptable Verification Documents.** Use Table 5.1 for document verification guidance.

**Table 5.1. Eligibility Verification Documents (see notes 1 and 2).**

R U L E	These authorized documents	may be used to verify an applicant's				See Notes
		age, name & citizenship	education	Prior military service	Social Security number	
1	Original, certified copy of original or credit card size birth certificate issued by an authorized state agency	Yes	No	No	No	
2	Written statement from state Registrar of Vital Statistics or similar official document	Yes	No	No	No	
3	a personal, full-validity, non-temporary U.S. passport (5 years for minors/ 10 years for adults) showing the holder is a U.S. citizen	Yes	No	No	No	
4	Naturalization papers	Yes	No	No	No	
5	Original or certified copies of official U.S. documents issued by a government bureau or department which reflect the applicant's full name, date of birth, and citizenship	Yes	No	No	No	

R U L E	These authorized documents	may be used to verify an applicant's				See Notes
		age, name & citizenship	education	Prior military service	Social Security number	
<b>6</b>	high school diploma/official transcript issued by school or agency showing completion of 12 years of formal education	No	<b>Yes</b>	No	No	4,5
<b>7</b>	letter verifying graduation, or letter of intent to graduate issued by a secondary school (authorized to issue diplomas) in the applicant's state or jurisdiction or for home school a notarized letter by parent or home school official	No	<b>Yes</b>	No	No	
<b>8</b>	Certificate of equivalence (GED) or letter of intent to issue the certificate, issued by the applicant's state or jurisdiction	No	<b>Yes</b>	No	No	6
<b>9</b>	home study diploma or a notarized letter issued by the parent or home school official	No	<b>Yes</b>	No	No	12
<b>10</b>	Official college or university transcripts/diplomas issued by an accredited post secondary school	No	<b>Yes</b>	No	No	7
<b>11</b>	Social Security Card	No	No	No	<b>Yes</b>	
<b>12</b>	SSN stub or other official Social Security Administration documentation	No	No	No	<b>Yes</b>	
<b>13</b>	DD Form 214/215 (original or, authenticated/certified undeleted copy of original or record copy)	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	8
<b>14</b>	DD Form 256, <b>Honorable Discharge</b>	No	No	<b>Yes</b>	<b>Yes</b>	
<b>15</b>	DD Form 368, <b>Request for Conditional Release</b>	No	No	<b>Yes</b>	No	
<b>16</b>	DD Form 372, <b>Request for Verification of Birth</b>	<b>Yes</b>	No	No	No	
<b>17</b>	AF Form 526, <b>ANG/AFRC Point Credit Summary</b> or any other official military document issued to the member	No	No	<b>Yes</b>	Yes	
<b>18</b>	NGB Form 22	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	9

<b>R U L E</b>	<b>These authorized documents</b>	<b>may be used to verify an applicant's</b>				<b>See Notes</b>
		<b>age, name &amp; citizenship</b>	<b>education</b>	<b>Prior military service</b>	<b>Social Security number</b>	
<b>19</b>	Records Review Report of Individual Personnel (RIP) or Single Unit Retrieval Format (SURF)	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>9</b>
<b>20</b>	FS Form 240, <b>Consular Report of Birth Abroad of a Citizen of the United States of America</b> or FS Form 545, <b>Certification of Birth</b>	<b>Yes</b>	No	No	No	3
<b>21</b>	DS Form 1350, <b>Certification of Birth</b>	<b>Yes</b>	No	No	No	
<b>22</b>	INS Form I-94, <b>Admission/Departure Record</b>	see note	No	No	No	10
<b>23</b>	INS Form I-151 or I-551	<b>Yes</b>	No	No	No	10,11
<b>24</b>	INS Form N-560, <b>Certificate of Citizenship</b> or INS Form N-561, <b>Certificate of Citizenship</b>	<b>Yes</b>	No	No	No	3
<b>25</b>	INS Form N-550, <b>Certificate of Naturalization</b> or INS Form N-570, <b>Certificate of Naturalization</b>	<b>Yes</b>	No	No	No	3

**NOTES:**

1. All source documents must be examined by recruiters for any evidence of tampering or alteration. The applicant is responsible for providing all source documentation.
2. Compare documents used for age verification with applicant's driver's license or Social Security card to verify identity. If information on the documents does not correspond, require applicant to:
  - a. Provide a court order showing a name change, or
  - b. Complete section VIII of DD Form 1966 if appropriate (not applicable to aliens).
  - c. In questionable cases, stop enlistment processing until acceptable documents are presented.
3. FS Form 240 is available from Passport Office, Department of State, Washington DC 20524. Certificates of Citizenship and Naturalization, which may prove a claim of citizenship, are available through local Immigration and Naturalization Service (INS) offices. The burden of proof rests with the applicant to provide these documents.
4. Applicable to all schools authorized to issue such documents in the CONUS, Alaska, Hawaii, Puerto Rico, the Virgin Islands, Canal Zone, Guam, and American Samoa.
5. Applicants educated in other than American educational institutions must have their educational level evaluated before enlistment to qualify as a high school diploma graduate, or higher. These evaluations may be obtained (at the applicant's own expense) through a state department of education, college or university listed in the *Accredited Institutions of Postsecondary Education* guide or from an authorized credentials evaluation agency that is a member of the National Association

for Foreign Student Affairs (NAFSA), 1860 19th Street NW, Washington DC 20009. Call (202) 737-3699. To be valid, the evaluation must rank the applicant's educational level (high school diploma graduate or higher).

6. Applicants possessing a certificate of proficiency issued by the California State Board of Education are considered equivalent to state GED holders. A completed GEDTS Form 30 is acceptable when accompanied by a letter of intent to issue a GED certificate, or when authorized by the applicant's state or jurisdiction in lieu of a "letter of intent." High school diplomas issued by state agencies based solely on GED completion, are equivalent to GED certificates. Diplomas based on the completion of additional courses (adult education and community colleges) are acceptable as high school diplomas provided the applicant furnishes original or certified copies of official transcripts showing these courses were satisfactorily completed.
7. Applicants who are not high school graduates that obtain subsequent education in an accredited college or university are still classified as non-high school graduates until they present proper documentation showing satisfactory completion of 15 or more semester hours or 22.5 or more quarter hours of post secondary credit. The educational institution must be listed in Accredited Institutions of Post secondary Education (AIPE), published by the ACE (for the year attended).
8. DD Form 214/215 must specifically identify citizenship. EXCEPTION: Applicants separated/discharged after 30 November 1984 with an eligible reenlistment code, and claim U.S. citizenship, are U.S. citizens.
9. The official form or document must specifically identify citizenship.
10. In addition to the INS Form I-151 or I-551, citizens of the Federated States of Micronesia, the Republic of Marshall Islands or the Republic of Palau must have a properly stamped INS Form I-94.
11. Canadian born American Indians are considered lawfully admitted aliens but are exempt from having to apply for or carry an INS Form I-151 or I-551. For classification purposes, they are considered aliens. See the DD Form 1966 instructions for the special statement that must be entered in the remarks block of the DD Form 1966. A letter or other document from the tribal chief, council, or other reservation official will be used to verify the Canadian born American Indians' age, name, and place of birth.
12. This letter must be accompanied by a list of completed coursework.

**5.4. Verification of Prior Service.** Verify RE codes that appear to have been altered, forged, or issued in error through the Defense Manpower Data Center (DMDC). If a DMDC check indicates IRE 5, 9, 0, or "not on file," validate SSN, DOS, and service branch, then make an additional DMDC check. If the additional DMDC check remains IRE 5, 9, 0, "not on file," or shows an RE code different from that reflected on the "undeleted" DD Form 214/215, verify the RE code and SPD by requesting records from NPRC. Use the following table for verification:

**Table 5.2. Verification of Previous Military Service (More than one Rule may apply).**

<b>R U L E</b>	<b>If the applicant</b>	<b>Officer</b>	<b>Enlisted</b>	<b>and</b>	<b>then the following documents are required (see notes 1 &amp; 2)</b>	<b>and, at a minimum, verify re-enlistment eligibility by</b>
<b>1</b>	has ever served in a non-USAF component on AD/EAD	X		was separated	DD Form 214/215 from each period of service	reviewing SPD/SDN
<b>2</b>			X			reviewing RE-code and SPD/SDN
<b>3</b>	has ever served in a USAF component on AD/EAD	X	X	is a Palace Chase applicant being processed by an in-service recruiter (ISR)	documents described in AFI 36-3205, <i>Applying for the Palace Chase and Palace Front Programs</i>	N/A (performed by HQ AFPC/DPPRSR (Palace Chase))
<b>4</b>		X		is a Palace Front applicant processed by an ISR	Records Review RIP; copy of DD Form 214/215 (IMA gains only); copy of UIF documents (if applicable)	reviewing UIF ID (DIN SCB) and SPD/SDN on DOS
<b>5</b>			X			reviewing UIF ID (DIN SCB) and RE-code plus SPD/SDN on DOS
<b>6</b>		X		was separated	DD Form 214/215 from each period of service; copy of UIF documents (if applicable)	reviewing SPD/SDN; contacting ARPC/DSMR to determine if the officer has a current UIF (incl. discharge)
<b>7</b>			X			reviewing the RE-code and SPD/SDN
<b>8</b>	has ever served in the National Guard	X		was discharged	NGB 22 from each period of service	reviewing the SPD/SDN
<b>9</b>			X			reviewing the RE-code and SPD/SDN
<b>10</b>		X	X	is in the ANG and still serving	AF Form 1288 (see note 3)	losing commander's (on AF 1288) or authorizing official's (on DD 368) recommendation statement
<b>11</b>		X	X	is in the ARNG and still serving	DD Form 368 (see note 4)	

<b>R U L E</b>	<b>If the applicant</b>	<b>Officer</b>	<b>Enlisted</b>	<b>and</b>	<b>then the following documents are required (see notes 1 &amp; 2)</b>	<b>and, at a minimum, verify re-enlistment eligibility by</b>
<b>12</b>	has ever served in the USAFR	X	X	was discharged	discharge order and as needed, any of the following: AF Form 1613, Statement of Service; AF Form 526 or any other official military document issued to the member	specific characterization of service (for example, Honorable) and/or written comments on the source document which reveals characterization of service
<b>13</b>		X		is currently in the USAFR IRR	both a Standard and an Assignment Single Unit Retrieval Format (SURF); copy of UIF documents (if applicable)	reviewing SPD/SDN and AAR; contacting ARPC/DSMR to determine if the officer has a current UIF
<b>14</b>			X			reviewing the RE-code, SPD/SDN and AAR
<b>15</b>	has ever served in any reserve component except the National Guard and the USAFR	X	X	was discharged	discharge order and as needed, any of the following: point credit summary or any other official military document issued to the member	specific characterization of service (for example, Honorable) and/or written comments on the source document which reveals characterization of service
<b>16</b>				is still serving	DD Form 368 (see note 4)	authorizing official's recommendation statement

**NOTES:**

## 1. Documentation:

- a. All documentation must be either an original, authenticated copy of the original, or a record copy.
- b. DD Form 214/215 and NGB Form 22 - Use a copy showing type of separation, character of service, Separation Designator Number (SDN) Separation Program Designator (SPD), RE code, and narrative reason for separation.
- c. AF Form 1613 - When requesting a Statement of Service, the applicant should also request reason for separation/discharge, primary specialty code, and grade held at time of separation/discharge to include date of rank (DOR).
- d. Other official military documentation issued to the member may be used to verify prior service information.



2. To obtain copies of documents from the NPRC use the procedures stated in [Attachment 13](#).
3. The AF Form 1288 must include the losing commander's recommendation during ANG to AFR transfers.
4. The DD Form 368 must include the authorizing official's recommendation. See paragraph [7.5.1](#).

## Chapter 6

### NON-PRIOR SERVICE (NPS) PROGRAM

**6.1. Program Requirements.** This program applies to applicants for enlistment in the AFR who have 83 days or less of AD or ADT with any branch of the United States Armed Forces.

**6.2. Commissioning of NPS Line of the Air Force (LAF) Applicants.** According to AFI 36-2005, Chapter 2, paragraph 2.14, 2.15 and 2.16, there is no longer a provision requiring completion of 1 year of the MSO. AFR recruiters may recruit selected NPS individuals to fill unit and Individual Reserve Program (IMA) commissioned officer LAF vacancies. PS individuals are also eligible for this program if they have never held a commission. This is not a recommissioning program. Applicants must meet all other qualification requirements as outlined in AFI 36-2005.

**6.3. Enlistment of NPS Applicants.** After qualifying the applicant using the eligibility criteria in [Chapter 4](#), use the following paragraphs and tables for specific program enlistment procedures and special instructions. Any individual who meets these criteria and has completed a recognized BMT may, with an approved waiver, be enlisted and placed on ADT for the duration of the 84 days.

**6.4. Counseling and Enlistment Procedures.** Each recruiter is responsible for providing comprehensive counseling to each applicant. Provide and review the "Non-Prior Service Information Handout" with each applicant at the initial interview. Ensure each applicant signs block 12 of the AFRC Form 12, **NPS Applicant Information**. All NPS applicants for enlistment must view the BMT film prior to date of enlistment. Also, explain the following applicable items:

6.4.1. Ensure each applicant is briefed and understands all test and physical examination requirements.

6.4.1.1. Refer to AFMAN 36-2108 for entry or award of an AFSC. Applicants must also qualify using the current edition of the Air Force Specialty and Classification Book (AFSCB) for entry (not award) qualification standards of basic trainees into a specific AFSC. Contact HQ AFRC/RSOO for guidance on conflicts between these two sources. Requests for exceptions to AFMAN 36-2108 requirements may be submitted as classification waivers.

6.4.2. Stress that an eligibility review will be conducted before departure for BMT. Advise each applicant the review will include:

6.4.2.1. A height, weight, and, if required, body fat measurement check.

6.4.2.2. For females, a mandatory pregnancy test must be taken within 15 days of departure for BMT.

6.4.2.3. Law and drug violation review, any changes to family status, as well as any other potentially disqualifying factors.

6.4.2.4. All enlistees who intend to claim family members must provide documentation of their status during initial out-processing for departure to BMT. See [Chapter 4](#) for family care eligibility.

6.4.2.5. NPS applicants must enlist in the AFR Selected Reserve for a period of 6 years, with a 2-year inactive service obligation (for a total of an 8-year Military Service Obligation, (MSO)).

**6.5. IADT Blocking Procedures.** Recruiters tentatively block BMT and technical training quotas with HQ AFRC/DPT prior to their applicant's enlistment. Only tentatively block quotas on applicants who are fully qualified for enlistment (that is, have passed an ASVAB test and entry physical). Tentative blocks will not exceed 2 weeks in duration after which time DPT may cancel them. Individuals projected into an AFSC, which requires a security clearance upon entry into technical training, must not be scheduled to begin BMT until 60 days or more after enlistment.

6.5.1. When a BMT ship date is not available from DPT, contact HQ AFRC/RSOO for further guidance. This option should only be used as a last resort. Applicant must start BMT no later than 365 days from enlistment or he or she will be discharged from the Air Force Reserve. The applicant will initial the required statement on the DD Form 1966 explained in the HQ AFRC/RSOT Forms Training Aid.

6.5.2. The senior recruiter or recruiting representative (only after the enlistment has occurred) contacts HQ AFRC/DPT to:

6.5.2.1. Obtain a firm allocation of the tentative quota previously blocked.

6.5.2.2. Provide the date of enlistment to HQ AFRC/DPT.

6.5.2.3. Obtain a quota number and firm shipping dates (recruiters must ensure this information is annotated on the Prospect Interview Record and the AFRC Form 12).

**6.6. Cancellation of BMT/Technical School (TS) Quota.** The senior recruiter is responsible for notifying HQ AFRC/DPT should it become necessary to cancel or reschedule BMT/TS. Initial notification will be by telephone with same day electronic message or AFRC Wide Area Network (WAN) E-mail confirmation (not RBBS) to HQ AFRC/DPT. Regardless of the format used, ensure an information copy of the message is sent to HQ AFRC/RSOO (see [Attachment 12](#) for sample message formats).

**6.7. Enlistment Forms.** Forms required for enlistment of NPS applicants are listed in Table 10.1.

**6.8. Initial Inactive Duty Training (IDT) Participation.** All NPS (with the exception of UFT selected) personnel will be allowed to participate for one period (not to exceed two periods) of IDT in order to establish a pay date preceding initial active duty training (IADT). This pay date will be the same date they took the oath of enlistment and all NPS applicants will perform the duty at the time of their enlistment for pay and points. During this process, the NPS enlistee is exempt from the uniform requirement for IDT participation. Meaningful training will be provided to the NPS enlistee during this period.

6.8.1. AF Form 40A will be used to authorize and certify pay and points as follows:

6.8.1.1. The gaining MPF is the only authorizing official for the AF Form 40A.

6.8.1.2. Recruiters will initiate the AF Form 40A, with the MPF, serving the recruiter accountable for accession, signing as the authorizing official, prior to date of enlistment. The recruiter will certify training was performed by signing the AF Form 40A.

**6.9. Shipping Considerations.** Before enlistment, high school juniors and seniors must furnish a letter of intent to graduate from their high school indicating their graduation date. Individuals enlisted as high school juniors or seniors must present their high school diploma before processing for IADT.

**6.10. Post-enlistment Follow-Up.** Contact with NPS enlistees (in AFR DEP) is essential to ensure these individuals remain ready to fulfill the requirements of their enlistment contract. The quality of the contact plays an important part in keeping the enlistee prepared to attend and complete BMT.

6.10.1. NPS enlistees living 100 miles or less from their recruiter must have face-to-face contact at least once a month. NPS enlistees living over 100 miles from their recruiter must have face-to-face contact at least once a quarter. Recruiters must have telephone contact with enlistees every two weeks between face-to-face meetings. For NPS enlistees within 30 days of IADT, weekly contact (telephonic or face-to-face) is required. For enlistees who are “borderline qualified” (e.g. near maximum weight), more frequent contact is highly encouraged.

6.10.1.1. Post enlistment contact will continue to the point in which the applicant in/out-processes with the gaining MPF. At this time the wing assumes all official actions.

6.10.1.2. During these meetings, recruiters must closely monitor those conditions of life that may affect the NPS enlistee’s ability to attend and complete BMT. Recruiters will, as a minimum:

6.10.1.2.1. Closely monitor progress in their physical conditioning program, providing positive feedback and encouragement.

6.10.1.2.2. Regularly ask about any change in their health.

6.10.1.2.3. Monitor changes in weight/body fat, etc.

6.10.1.2.4. Carefully question them to determine if they have had any law violations.

6.10.1.2.5. Question applicants concerning anticipated changes in family status.

6.10.1.2.6. Provide current information about BMT to aid their psychological and physical preparation for BMT’s rigorous training schedule.

**6.11. NPS Enlistment Grade and Incentives.** Recruiters must carefully review their applicants’ qualifications to determine the appropriate enlistment grade and offer a NPS enlistment incentive to those who are potentially eligible (e.g. Stripes for Education and Training, or Stripes for Unit Bonus Skills). Current AFR enlistment incentive information is available in AFRCI 36-2603, *Air Force Reserve Enlisted Incentives*.

6.11.1. Determine NPS enlistment grade using Table 6.1.

**Table 6.1. Grade Determination--NPS Program (see notes 1, 2, 3, and 4).**

<b>R U L E</b>	<b>If the applicant</b>	<b>enlistment grade authorized is</b>	<b>and the date of rank is</b>	<b>see notes</b>
<b>1</b>	is enlisting for Officer Training School (OTS) or the AFRRSP	E-5	the date of enlistment	8
<b>2</b>	Was awarded the Billy Mitchell, Amelia Earhart, Ira C. Eaker or Carl Spaatz Award, or presents a letter from HQ CAP/CPR, Maxwell AFB AL, certifying successful completion of award requirements	E-3		5
<b>3</b>	is a traditional high school junior or senior and presents a letter of intent to complete Junior Reserve Officer Training Corps (JROTC) signed by the JROTC unit commander (must present their JROTC completion certificate before processing for IADT) (must be at least a 3-year JROTC program)			
<b>4</b>	is a traditional high school diploma graduate and presents a high school JROTC completion certificate (must be at least a 3-year JROTC program)			5
<b>5</b>	Has satisfactorily completed 45 semester hours or 67 quarter hours of college credit			5,6,7
<b>6</b>	Qualifies for the "stripes for unit bonus skills enlistment option"			9
<b>7</b>	Has satisfactorily completed 20 semester or 30 quarter hours of college credit	E-2		5,6
<b>8</b>	Has satisfactorily completed 2 or more years of college ROTC and possesses a letter of recommendation from the professor of aerospace science at the ROTC unit attended			5
<b>9</b>	Presents a certificate showing they were awarded the Boy Scout Eagle Award or the Girl Scout Gold Palm Award			5
<b>10</b>	Is a traditional high school graduate and presents evidence of successful completion of at least 2 academic years of JROTC under any military department			5
<b>11</b>	is not qualified for a higher enlistment grade	E-1		

**NOTES:**

1. Applicants will be enlisted using one rule only. Recruiters will include all additional documents for higher grade eligibility.
2. Enlistees are not authorized to wear grade insignia while attending BMT.
3. Use these conversions as a guide in determining the value of credits:

- a. 1 quarter hour =  $\frac{2}{3}$  of 1 semester hour.
  - b. 15 clock or contact hours = 1 semester hour for applicants who attend an accredited college or university. Applicants who attend a non-accredited college or university, who have been awarded clock or contact hours, must have the transcript evaluated by a regionally accredited college or university to be eligible for award under Stripes for Education and Training.
  - c. 1 trimester = 1 semester hour.
4. Applicants who qualify for an Air Reserve Technician (ART) position are enlisted as an E-1, unless qualified for a higher grade. Upon completion of IADT, they may be promoted up to and including the grade of E-4, depending on the Unit Manpower Document (UMD) position, according to AFI 36-2502, *Airman Promotion Program*.
  5. Documents presented after enlistment may not be used as a basis for changing the authorized enlistment grade. Recruiters will advise applicant to obtain documents before enlistment. Recruiters will ensure applicants who insist on enlisting in a lower grade (prior to the receipt of a source document that would authorize enlistment in a higher grade under this table) initial a statement showing their desire to waive enlistment in the higher grade. See HQ AFRC/RSOT training aide for completing the DD Form 1966.
  6. Use official transcripts from an educational institution listed in the current "Accredited Institutions of Post secondary Education (AIPE)," published by the American Council on Education (ACE). Previous editions of the AIPE, reflecting certification during the last year the applicant attended are acceptable.
  7. With the approval of the unit commander an individual with 60 or more semester hours, prior to enlistment, may be promoted to SRA, E-4 upon completion of technical training. See HQ AFRC/RSOT training aide for completing the DD Form 1966.
  8. Individuals are reduced to grade E-1 if eliminated from OTS or the AFRRSP, according to AFI 36-2503, *Administrative Demotion of Airmen*. If individuals elect to remain in the AFR in enlisted status, they may be entitled to a higher grade according to this table or Table 7.2.
  9. Applicants must enlist in a unit bonus skill. Individuals who fail to obtain their 3-level (in the bonus AFSC in which they enlisted) are demoted to E-1 according to AFI 36-2503, unless qualified for a higher enlistment grade. See HQ AFRC/RSOT training aide for completing the DD Form 1966.

## Chapter 7

### PRIOR SERVICE (PS) PROGRAM

**7.1. Program Requirements.** The prior service program applies to applicants who have 84 days or more of active duty in a regular or reserve component of the United States Armed Forces. This chapter also applies to individuals who have 84 or more days of active duty but who have never attended a recognized BMT; if otherwise eligible, they will not have to attend Air Force BMT. After qualifying the applicant using the eligibility criteria in [Chapter 4](#), use the following paragraphs and tables for specific program enlistment procedures and special instructions. If the applicant's eligibility is questionable, cease processing and contact your supervisor for guidance.

**7.2. PS Counseling and Interview Procedures.** PS applicants must be tentatively qualified following [Chapter 3](#) and [Chapter 4](#) of this instruction prior to further processing. This includes all special interest requirements, e.g. history of an UIF, Domestic Violence Conviction, Government Credit card abuse, standards of basic eligibility, etc. Each recruiter is responsible for providing comprehensive counseling to PS applicants on the entitlements, benefits, participation requirements and their responsibilities as members of the AFR.

7.2.1. Refer to AFMAN 36-2108 for entry or award of an AFSC. Applicants must also qualify using the current edition of the Air Force Specialty and Classification Book (AFSCB) for entry (not award) qualification standards of basic trainees into a specific AFSC. Contact HQ AFRC/RSOO for guidance on conflicts between these two sources. Requests for exceptions to AFMAN 36-2108 requirements may be submitted as classification waivers. Test scores will not be waived.

**7.3. Contact with Military Personnel Serving in a Participating Status with a Reserve Component.** Do not actively solicit personnel serving in a participating status with any reserve component to affiliate with the AFR. Upon request, recruiters may furnish these members with full information concerning accession to the AFR.

**7.4. Contact with Military Personnel Serving on Active Duty.** Active duty members of the United States Armed Forces may be given information concerning eligibility and grade requirements; however, emphasize that these are current requirements and they may change before the individual's separation. Do not make promises.

7.4.1. Individuals on active duty with any branch or component of the United States Armed Forces may be processed for affiliation with the AFR provided they have written proof of an established date of separation (DOS) within 1 year of application. This includes officers who will be processed as interservice transfers after separation from their current active component and gained into their service reserve branch.

**7.5. Applicants Holding Military Status in Other U.S. Armed Forces.** Process all applicants who apply for entry into the AFR who hold any type of military status (except RegAF) according to the following instructions and Table 7.1.

7.5.1. Provided the applicant is tentatively qualified, the recruiter submits the DD Form 368, **Request for Conditional Release** to the applicant's current unit of assignment. The recruiter may then allow the applicant to process up to taking any mental aptitude test. Further processing is not authorized

until receipt of a properly approved conditional release. If the DD Form 368 is not returned in 3 weeks from the date it was forwarded, the recruiter is authorized to contact the unit headquarters of the appropriate component to determine the status of the request. (**NOTE:** In some cases the recruiter may obtain an approved DD Form 368 from the applicant's current unit of assignment, then the applicant may move to a different unit from the one that signed the conditional release. (**EXAMPLE:** A recruiter obtains a conditional release on a USMC member with a MSO; the member flows into the USMCR on the day following DOS, etc.) As long as the applicant is a member of the unit that signed the DD Form 368, that conditional release remains valid; once the individual leaves that unit, conditional release authority ceases. To be valid for accession, a DD Form 368 must be signed by the commander or other authorized individual from the unit the applicant is assigned to on the day the applicant enters the AFR.) As provided in Table 7.1, individuals who hold any type of military status must have an approved conditional release to be eligible for entry into the AFR.

7.5.2. An ANG member's conditional release from his or her unit and transfer to the AFR is accomplished using an AF Form 1288, **Application for Ready Reserve Assignment** (in lieu of the DD Form 368). To be valid, the form must reflect approval of the release by the applicant's current unit commander or designated representative.

7.5.3. Use Table 7.1 for guidance in this area.

**Table 7.1. Clearance from Other U.S. Armed Service (see note).**

<b>R U L E</b>	<b>If the applicant is a member of</b>	<b>clearance form to be used is</b>	<b>if the form shows approval for gain and recommendation for continued military service</b>	<b>then the applicant may</b>
<b>1</b>	any Regular component (except the RegAF) of the U.S. Armed Forces	DD Form 368	Yes	be enlisted or appointed
<b>2</b>			No	not be enlisted or appointed
<b>3</b>	any Reserve component (except the AFR) of the U.S. Armed Forces	DD Form 368	Yes	be enlisted or appointed
<b>4</b>			No	not be enlisted or appointed
<b>5</b>	the Air National Guard	AF Form 1288	Yes	be assigned
<b>6</b>			No	not be assigned
<b>7</b>	the Army National Guard	DD Form 368	Yes	be enlisted or appointed
<b>8</b>			No	not be enlisted or appointed
<b>9</b>	any delayed enlistment program (DEP)	see note	N/A	not be enlisted or appointed



**NOTE:**

If applicant claims to be DEP discharged, confirm DEP discharge by obtaining an appropriate source document before beginning AFR processing. Follow the procedures shown in paragraph [4.6.1](#).

**7.6. Prior Service Assignment Actions.** Assignments are accessions that do not require an enlistment from recruiting personnel.

7.6.1. Assignment actions begin with applicants in the following status:

7.6.1.1. Assignments within the Air Reserve Components (ARC):

7.6.1.1.1. In the AFR in a non-pay status.

7.6.1.1.2. In the ANG.

7.6.1.2. Palace Front (PF), Palace Chase (PC) Assignments:

7.6.1.3. Individuals separated from the USAF under the E-4 HYT program and accessed into the Air Force Reserve under the Palace Front program are considered Palace Front enlistments (because a DD Form 4 is required).

7.6.2. Recruiters are responsible for correctly completing recruiter generated training actions. Applicants must qualify and be processed according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

7.6.2.1. When retraining a PS applicant, place the retraining eligibility statement in the appropriate block on the AF Form 1288 (see HQ AFRC/RSOT Forms Training Aid).

7.6.2.2. Recruiters must brief applicants who are retraining that they must have sufficient retainability remaining on their current enlistment or will reenlist to meet the retainability requirement. Recruiters will not perform these reenlistments.

7.6.2.3. Recruiters will coordinate retraining of PS applicants with the Personnel Employment Element prior to accession of the applicant. For assignments, coordination occurs when the AF Form 1288 is turned in for a gain to the MPF.

7.6.3. The basic assignment processing forms are the prospect interview record (PIR) and AF Form 1288 (three copies). See Table 10.2, **Forms and Documents required for assignment**.

7.6.4. Applicants assigned to ARPC with less than 3 months (2 years for ART applicants) remaining in their current enlistment or MSO cannot be reassigned to the Ready Reserve unless they elect discharge to immediately reenlist under AFI 36-2612, *United States Air Force Reserve Reenlistment and Retention Program*. The following processing procedures facilitate the assignment and reenlistment of non-ART personnel in this category:

7.6.4.1. For personnel between 21 and 90 days from ETS: MPF inputs Transitory Transaction Identifier (TTI) 535 with an EDCSA no later than ETS. Coordinate reenlistment with career advisor and DPMPE on or after EDCSA and before ETS.

7.6.4.2. For personnel within 20 days of ETS: MPF gains the individual via Personnel Transaction Identifier (PTI) 204 action. MPF includes in the trailer remarks, "member is within 20 days of ETS and has elected reenlistment to accept this ready reserve assignment." Coordinate member's reenlistment with the career advisor and DPMPE. MPF must update reenlistment transaction

as soon as possible to preclude record dropping from Headquarters Air Force (HAF) file as a result of original ETS. MPF must closely monitor record status and time remaining to original ETS. If reenlistment transaction will not reach HAF file, to preclude record from dropping, the MPF/DPMPE must contact HQ ARPC/DAA to update new ETS and term of enlistment. The PTI 204 input transaction must accompany the DD Form 4.

7.6.4.3. Completion of an AF Form 2030 is not required since the individual is a member of a USAF component.

7.6.4.4. Applicants must meet the height, weight, and body fat standards according to AFI 40-502, *The Weight Management Program*.

7.6.5. Recruiters must make every attempt to block positions through RMVS and complete the first endorsement of AF Form 1288. Recruiters are authorized to call the MPF if the desired position is unavailable in RMVS. The recruiter forwards the AF Form 1288 to MPF for completion of the second endorsement. If an overgrade/undergrade waiver is required, the recruiter requests the waiver on the AF Form 1288. The MPF completes the waiver process according to AFI 36-2115, *Assignments within the Reserve Components*, and suspenses the AF Form 1288 for completion of assignment.

7.6.5.1. In the case of short notice separations, the In-service recruiter (ISR) completes the second endorsement using the information contained in RMVS, or telephonically, and forwards one copy to the gaining MPF. One copy is placed in the working case file by the ISR and one copy is sent to the active duty MPF Separations Unit to initiate the assignment.

**7.7. Palace Front Actions.** Senior Recruiters are responsible to ensure that recruiters under their control who performs ISR duties, processes their applicants according to the standards set in the In-service Recruiter Training Course conducted by HQ AFRC/RSOT.

7.7.1. Individuals being separated from the RegAF under the VSI, SSB or E-4 HYT programs may have orders showing they are being transferred into the IRR. If they are concurrently accessed into the AFR under the Palace Front program they are considered Palace Front enlistments (because a DD Form 4 is required).

7.7.2. PS Air Force personnel being discharged may be enlisted into the Nonobligated Nonparticipating Ready Reserve Section (NNRPS) if they are unable to obtain a paid reserve position, until a paid position becomes available.

7.7.2.1. Applicants must meet mandatory enlistment qualifications and be processed according to Palace Front enlistment procedures. Recruiters are not required to call ARPC to block a position for enlistment into the IRR.

7.7.2.2. Required forms and documentation for enlistment into the IRR:

7.7.2.2.1. Prospect Interview Record.

7.7.2.2.2. Palace Front medical documentation according to Table 4.17.

7.7.2.2.3. AF Form 1288.

7.7.2.2.4. Current Records Review RIP.

7.7.2.2.5. DD Form 4 completed by the recruiter.

7.7.2.3. The losing commander completes and signs the first endorsement of the AF Form 1288 recommending the member for continued military service.

7.7.2.4. Recruiter completes and signs the second endorsement of the AF Form 1288 to include available assignment information and PAS Code S73IFZ6M. In the Remarks Section type "Applicant was enlisted for assignment to the IRR: forward FPR to ARPC/DSMP, 6760 East Irvington Place, #4450, Denver, CO 80280-4450."

7.7.2.5. A copy of the completed AF Form 1288 is furnished to the losing MPF who checks "yes" in Item 20A of the AF Form 100, **Request and Authorization for Separation**.

7.7.2.6. NNRPS period of enlistment is 3 years.

7.7.2.7. After the oath of enlistment, the recruiter must forward the completed enlistment case file with copies of the DD Form 214/215 to: HQ AFRC/RSOI, 6760 East Irvington Place, #9500, Denver CO 80280-9500.

**7.8. Reenlistment of Individuals Gained to the Unit Program.** Individuals currently assigned to the AFR IRR who were separated from active duty under the VSI, SSB or E-4 HYT programs may, if otherwise qualified, be assigned into the AFR unit program. Recruiters must advise these applicants they may have to reenlist on their first Unit Training Assembly (UTA).

7.8.1. Individuals transferring to the unit program who have completed at least 6 years of their 8-year MSO must reenlist upon assignment (see AFI 36-2612). Reenlistment is accomplished by the MPF once the member is assigned (first UTA is acceptable). Recruiters will brief members seeking assignment to a unit program that they will be required to reenlist. Term of enlistment will be no less than their remaining MSO.

**7.9. PS Grade and Date of Rank.** Determine enlistment grade and date of rank using Table 7.2.

**Table 7.2. Grade Determination--Prior Service Program (see notes).**

<b>R U L E</b>	<b>If applicant</b>	<b>then enlistment grade authorized is</b>	<b>and date of rank is</b>
<b>1</b>	Last served in enlisted status with any United States Armed Forces (Regular or Reserve)	permanent enlisted grade held at time of latest discharge	that held at time of discharge less elapsed time since discharge if enlisted within 12 months, or DOE if enlisted after 12 months
<b>2</b>	Is enlisting for the AFRRSP and enlisted grade held at time of latest discharge is E-5 or above		
<b>3</b>	Is a service academy ex-cadet with over 83 days service		
<b>4</b>	Last served as an officer or warrant officer (Regular or Reserve)	E-5 or any enlisted grade previously held higher than E-5	date of enlistment
<b>5</b>	Possesses exceptional qualifications and mission requirements warrant a higher grade	as shown on approved enlistment grade waiver	
<b>6</b>	Is enlisting for OTS or the AFRRSP and grade held at time of discharge is E-4 or below	E-5	

**NOTES:**

1. Applicant must provide proof of grade held at time of discharge.
2. Enlistment grade may depend on the authorized grade of the position to which the applicant is being enlisted into (AFI 36-2115). Applicants enlisting within 12 months of discharge at a grade lower than last held must provide source documentation verifying the date of original promotion to that lower grade. Consult the MPF to determine the applicant's DOR.
3. Applicants who qualify for enlistment in pay grade E-4 from civilian status or from a non-USAF component are accessed as Senior Airmen. This rule applies even if applicant previously held NCO status in an Air Force component.
4. PS applicant's holding the permanent grade of E-3 or below with 4 or more years of satisfactory service are ineligible for accession without a waiver (see Table 11.1, Rule 23). **EXCEPTION:** Waiver is not required for individuals who have taken a voluntary reduction in grade to join another branch of service.

**7.10. AFSC Qualifications.** PS enlistees are not required to meet aptitude score requirements contained in AFMAN 36-2108 provided they enlist in a previously awarded AFS (to include Military Occupational Specialties (MOS)/Naval Rates/Naval Enlisted Codes (NEC)/Job Codes converted to an AFSC) which has not been withdrawn due to passage of time. Requests for exceptions to AFMAN 36-2108 requirements may be submitted as classification waivers.

7.10.1. Use applicant's latest DD Form 214/215 or any other valid source document to obtain the primary AFSC. Applicants may also be considered for enlistment in a secondary AFSC provided it is shown on the DD Form 214/215 or valid source document. Individuals accessing in a previously held AFSC need not requalify according to AFMAN 36-2108 for that AFSC. If AFSC is withdrawn, applicants must meet all AFMAN 36-2108 requirements. **EXCEPTION:** In all cases, individuals must meet the current medical requirements of AFSC into which they are being accessed.

7.10.1.1. Waiver of mandatory technical schools may be approved by HQ AFRC/DPMF when the individual has other training or experience, which may be applied to the training requirement.

7.10.2. Use Table 7.3 for AFSC evaluations.

**Table 7.3. AFSC Evaluations (see notes 4 and 5).**

<b>R U L E</b>	<b>If the applicant is</b>	<b>and will be assigned upon enlistment</b>	<b>award PAFSC</b>	<b>assign DAFSC</b>
<b>1</b>	a former Air Force Enlisted person	to duty in a previously awarded AFSC (see note 1)	same as possessed at last separation	same as that authorized for the position to which being assigned
<b>2</b>		to duty in AFSC that will require retraining	same as possessed at last separation (see note 2)	
<b>3</b>	a former member of a different service who) Has a converted AFSC (Tables 7.5 to 7.8)	to duty in the converted AFSC	same as converted AFSC	
<b>4</b>	a former member of a different service who) Has a converted AFSC (Tables 7.5 to 7.8)	to duty in another AFSC	same as converted AFSC (see note 2)	
<b>5</b>	a former member of a different service who possesses specialty that will not convert to an AFSC	any AFSC	entry level of AFSC to which assigned	
<b>6</b>	a former Air Force officer		at skill level in which determined to be qualified (see note 3)	
<b>7</b>	Any other enlisted category		entry level of AFSC to which assigned	

**NOTES:**

1. This AFSC may be converted to current AFSC if a conversion has occurred since DOS.
2. Award entry level of AFSC to which being assigned as secondary AFSC.
3. Classification waiver (to determine AFSC) submitted according to [Chapter 11](#), is mandatory.

4. Applicant cannot be awarded 7-skill level unless such was previously held as an enlisted person.
5. Former enlisted Air Force members may be awarded any previously held PAFSC (if they still meet mandatory retention requirements for holding that AFSC according to AFMAN 36-2108 and it was not withdrawn) regardless if they have any subsequent service in any branch of the armed services.

7.10.3. The AFSC skill level may be withdrawn or downgraded based on conditions outlined in AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)* chapter 4. See Table 7.4.

**Table 7.4. AFSC Downgrade and Withdrawn.**

<b>R U L E</b>	<b>If the applicant last held a skill level of</b>	<b>and has not performed in the AFSC for</b>	<b>then AFSC is downgraded to</b>	<b>and withdrawn after</b>	<b>Resulting in the AFSC being withdrawn after (total)</b>
1	7 or 9	6 years	3-skill level	2 additional years	8 years
2	5	4 years	3 skill level	2 additional years	6 years
3	3	4 years	(withdrawn)	N/A	4 years

7.10.4. Direct conversion of a MOS, Naval Rates/NEC or job code from other branches of the U.S. Armed Forces to an AFSC are found in Tables 7.5 through 7.7. Table 7.8 authorizes the award of an AFSC to individuals who provide official documents showing they completed certain common DoD technical schools. No MOS, Naval Rates/NEC or job code will be converted at higher than a 3-skill level.

**Table 7.5. Marine Corps Conversion.**

<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>	<b>D1</b>	<b>D2</b>
<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>
0231	1N031	2861	2E133	4023	3C231	6094	2A733
0291	1N032	2864	2E133	4025	3C031	6095	2A733
1391	2F031	3141	2T031	4034	3C031	6096	2A733
2542	3C131	3361	3M031	4067	3C032	6097	2A733
2542	3C031	3372	3M031	4068	3C032	6098	2A733
2581	3C132	3381	3M031	4069	3C032	6112	2A532
2811	2E633	3521	2T331	4083	3C032	6113	2A532
2813	2E632	3522	2T331	4085	3C032	6114	2A532
2818	2E331	3523	2T331	4653	2E134	6115	2A532
2821	2E231	3524	2T331	6032	1A131	6172	2A532
2823	3C231	3531	2T131	6044	2A732	6173	2A532

<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>	<b>D1</b>	<b>D2</b>
<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>
2831	2E131	3533	2T131	6047	2R031	6174	2A532
2833	2E131	3534	2T131	6048	2A731	6175	2A532
2841	2E133	3535	3C032	6048	2R031	6821	1W031
2845	2E133	3613	2T432	6092	2A733	8295	2E331

**Table 7.6. Army Conversion.**

<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>	<b>D1</b>	<b>D2</b>
<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>	<b>MOS</b>	<b>AFSC</b>
29E	2E133	33T	2E133	67T	2A532	88H	2T231
29J	2E331	36L	2E633	67U	2A532	91A	4A231
29N	2E633	38A	3N031	67X	2A532	91L	4J031
29S	2E331	39G	2E231	67Y	2A532	91P	4R031
31C	3C131	43M	2A734	68G	2A733	91Q	4P031
31F	3C031	44B	2T432	71L	3A0X1	91S	4B031
31L	2E632	57E	3M031	74B	3C031	91Y	4V031
31P	2E131	63Y	2T331	74C	3C031	92E	4T033
31M	2E131	63W	2T431	76J	4A131	93C	1C131
31S	2E131	67N	2A532	88M	2T131	98C	1N431
31W	3C231	67R	2A532	88N	2T031		

**Table 7.7. Navy and Coast Guard Conversion.**

<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>	<b>D1</b>	<b>D2</b>
<b>Rate</b>	<b>AFSC</b>	<b>Rate</b>	<b>AFSC</b>	<b>Rate</b>	<b>AFSC</b>	<b>Rate</b>	<b>AFSC</b>
AG000	1W031	ET1420	2E133	HT	2A731	RE2818	3C131
AZ	2RI31	ET1425	2E131	HT4954	2A731	RM2801	3C132
CE5644	2E632	ET1444	2E331	HT4955	2A731	SK2821	2T231
CTM9227	2E231	ET1460	2E331	HT4958	2A731	SW	2A731
DS1615	2E231	ET1465	2E131	IC4748	2E134	8204	1A231
DS1622	2E231	HM	4V031A	MR	2A731	8251	1A131
DS1654	2E231	HM 8446	4N131D	MS3525	3M031	8252	1A131
DS1656	2E231	HM 8486	4N131B	MS3527	3M031	8278	1A231
DT8752	4A231	HM8406	4N031	MS3529	3M031	9137	1N431
EO	2T131	HM8425	4N031	MS3538	3M031	SW3	3E331
ET1415	2E133	HM8495	4N031	PR	2A734	UT3	3E131

**Table 7.8. Department of Defense Common Technical School Conversion.**

<b>If a sister service applicant provides official documentation showing completion of</b>	<b>then award AFSC</b>	<b>See Note</b>
Television and Intrusion Detection System Apprentice Course	2E134	
Electrical Systems Apprentice Course	3E031	
Heating, Ventilation, Air-Conditioning and Refrigeration Apprentice Course	3E131	
Pavements and Construction Equipment Apprentice Course	3E231	
Structural Apprentice Course	3E331	
Utilities Systems Apprentice Course	3E431	
Engineering Apprentice Course	3E531	
Fire Protection Apprentice Course	3E731	
Explosive Ordnance Apprentice Course	3E831	
Basic Public Affairs - Journalism Course	3N031	
Basic Public Affairs - Broadcaster Course	3N032	
Printing Management Apprentice Course	3R031	
Visual Information Apprentice Course	3V031	1
Still Photographic Apprentice Course	3V032	1
Visual Information Production - Documentation Apprentice Course	3V033	1
Imagery Quality Assurance Technician Course	3V131	1
Histopathology Apprentice Course	4T032	

**NOTE:**

1. AFSC 3VX3X may only be awarded to those who attended technical school on or after 1 Jan 95.

7.10.5. For all recruiter accessions, recruiters are responsible for coordinating training actions. Applicants must qualify and be processed according to AFMAN 36-8001.

7.10.5.1. Recruiters coordinate retraining of PS applicants with the Personnel Employment Element when the applicant is blocked into a position.

7.10.5.2. When an applicant is retraining, place the retraining eligibility statement in the appropriate block on the DD Form 1966 or AF Form 1288 as identified in the RSOT Forms Training Aide.

**7.11. PS Term of Enlistment.** Period of enlistment for PS individuals is 1 through 6 years. Applicants may not enlist for a period of time that goes beyond their 60th birthday. To qualify for retirement, the last 6 satisfactory years must be in a reserve component. This service does not have to be continuous. See paragraph 7.7.2.6. for Palace Front term of enlistment into the IRR.

7.11.1. Applicants enlisting and voluntarily retraining must have a minimum enlistment period of 3 years.



7.11.2. Applicants who have a remaining MSO must enlist for a period equal to or greater than their MSO in whole years.

7.11.3. One-year enlistments are authorized for applicants who have completed their MSO, are enlisting in the AFR for the first time since completion of their MSO, and are enlisting in an AFSC they currently hold at the five skill level, or higher.

7.11.4. High Year Tenure (HYT) applicants are ineligible to enlist if they have 33 or more years of TFMS (based on pay date) at time of enlistment into the Air Force Reserve.

7.11.4.1. Applicants who have between 28 and 33 years TFMS may be enlisted only for the exact number of years, months, and days necessary to establish their Expiration of Term of Service (ETS) commensurate with a total of 33 years TFMS.

7.11.4.2. For applicants who have less than 28 years TFMS, enlistment may be for 1, 2, 3, 4, 5, or 6 years as long as ETS does not exceed 33 years TFMS.

7.11.4.3. Once enlisted, applicants become subject to all HYT program provisions.

## Chapter 8

### INDIVIDUAL RESERVE PROGRAMS

**8.1. Program Overview.** The Individual Reserve Programs are commonly referred to as the IMA program. The goal of this program is to provide a backfill of qualified officer and enlisted personnel to the active duty forces in case of a national emergency. Individual Reserve Program guidance is available in the Individual Reserve Guide published by, and available through HQ ARPC/DRZ.

**8.2. AFSC Skill Level Requirements.** The Individual Reserve Programs are primarily a prior service program for individuals fully qualified in their AFSC. In most cases, an officer must hold the required AFSC (either entry, qualified or staff) and an enlisted applicant must have a 5-skill level or higher to be eligible.

8.2.1. On a case-by-case basis, an enlisted applicant may be accepted with less than a 5-skill level or may qualify for the award of another AFS based on military or civilian education, training, or experience.

**8.3. Headquarters Air Reserve Personnel Center (ARPC) OPRs.** HQ ARPC administers the personnel management and mobilization of individual reservists assigned to Individual Reserve Programs.

8.3.1. HQ ARPC Customer Service (DRS) provides customer service to the AFR recruiting field in areas of assignment surfs, physical profiles, military records data, etc., for those AFR members assigned to an Individual Reserve Program. This is the recruiting point of contact for information on members processing from the Individual Ready Reserve (IRR) to a Sel Res position.

8.3.2. HQ ARPC/DAA, the assignments division, manages the Reserve Management Vacancy System (RMVS) for the Individual Reserve Program.

8.3.3. HQ ARPC/DAO, the appointment office, is the AFR commissioning authority OPR.

8.3.4. HQ ARPC/SG, the physical standards office, is the OPR for all Individual Reserve Programs relating to medical standards. Additionally, this office is the central manager for all health profession Individual Reserve Programs.

8.3.5. HQ AFRC/RSOI, the Reserve Recruiting Liaison Office, is located at ARPC. Contact RSOI on all recruiting issues relevant to Individual Reserve Programs.

**8.4. Application Processing.** Determine eligibility according to the criteria set forth in this instruction prior to beginning an application. Use Table 8.1, and the RSOI generated IMA Handbook for detailed guidance on application processing.

8.4.1. Follow blocking procedures according to standards set by RSOI and the recruiting IMA Handbook.

**8.5. Processing the AF Form 1288.** Complete three copies of the AF Form 1288. Provide applicant with one copy and retain one copy for the working case file. Send one copy to the appropriate assignment authority (see Table 8.1). If a training attachment is required, obtain a Unit of Attachment Agreement letter (UOAA) to accompany the application (see the HQ AFRC/RSOT Training Aide).

**8.6. Ready Reinforcement Personnel Section (RRPS) Assignments.** RRPS is a participating IRR program for those applicants who are unable to find a vacancy in a paid category. Applicants must have status with the AF, AFR, or ANG. Detailed participation requirements are outlined in the training attachment (see HQ AFRC/RSOT Training Aide). The UOAA letter is mandatory for all RRPS assignments:

8.6.1. Obtain an endorsed UOAA letter from a sponsoring unit of attachment. Forward the application to HQ ARPC/DAA for assignment actions.

**8.7. IMA Enlistments.** This process is for applicants who must enlist in the AFR to obtain an Individual Reserve Program assignment. Comply with application processing guidelines and enlistment directives within this instruction.

8.7.1. The IMAPM or Central Manager grants enlistment authority upon receipt of an endorsed AF Form 1288. Verbal approval is not authorized. Enlistment must be consummated within 60 days following date of approval. To extend this period, contact the enlistment authority and annotate any extension that may be granted on the AF Form 1288.

8.7.2. IMA enlistment case files will be quality reviewed according to [Chapter 10](#). If the applicant fails to enlist, immediately notify the IMAPM and cancel the block.

8.7.3. Upon enlistment, transmit confirmation via RBBS to user ID "HQ RSI" within 24 hours or the next duty day. Use the following format:

Subject: Individual Reserve Enlistment (Specify IMA, RRPS, NNRPS)

Enlistee:	SSN:
AFSC:	DOE:
Recruiter:	Automated Personnel Data System (APDS) RIC (4 Digits):
Main OL:	Recruiter's DSN:

8.7.3.1. Forward the entire case file to HQ AFRC/RSOI, 6760 East Irvington Place #9500, Denver CO 80280-9500. The case file must arrive not later than 10 working days after the date of enlistment for Continental United States (CONUS) assigned recruiters and 15 days for all others. RSOI receives, records, and tracks the case file through appropriate HQ ARPC offices for the enlistment gain to file.

**8.8. Requests For Waivers and Determinations .** Process all Individual Reserve Program waivers and determinations according to [Chapter 11](#).

**Table 8.1. IMA Application Processing Guidance (see note 1).**

<b>R U L E</b>	<b>If the IMA positions are managed by</b>	<b>the position is owned by</b>	<b>forward the application to</b>	<b>AFSC determination authorized</b>		<b>Assignment/ Enlistment authority is</b>
				<b>Yes</b>	<b>No</b>	
<b>1</b>	IMAPMs	Each MAJCOM	MAJCOM Reserve Affairs Office (IMAPM)	X		IMAPM
<b>2</b>		Each Air Force Element (AFELM)	AFELM	X		
<b>3</b>	Centrally Managed Programs	HQ ARPC/JA	HQ ARPC/JA (see note 2)		X	Each Central Manager
<b>4</b>		HQ ARPC/HC	HQ ARPC/HC	X		
<b>5</b>		HQ ARPC/SG	HQ ARPC/SG	X		
<b>6</b>		HQ AIA	HQ AIA Reserve Affairs Office	X		
<b>7</b>		HQ AFOSI	HQ OSI Reserve Affairs Office	X		

**NOTES:**

1. Refer to the Individual Reserve Program Point of Contact (POC) listing for current telephone numbers and addresses of IMAPMs. HQ AFRC/RSOI makes this list available via RBBS to AFR recruiters, which HQ ARPC/DRZ updates annually.
2. Although AFSC determinations are not authorized, the Central Manager may authorize retraining of qualified paralegal applicants through in-resident technical training.

## Chapter 9

### HEALTH PROFESSIONS COMMISSIONING PROGRAMS

**9.1. Purpose.** The purpose of this chapter is to provide procedures for potential health professionals for the Air Force Reserve (AFR). AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in professional Categories—Reserve of the Air Force and United States Air Force*, is the source publication for all such appointments. This chapter provides basic guidance with specific references.

**9.2. Program Overview.** AFR recruiters are responsible for processing all applicants applying for the AFR Health Care Professions. Health professions (HP) recruiters are responsible for all physician recruiting and designated health care providers. Line recruiters are responsible for all unit and Individual Reserve Program (IMA) allied health professions recruiting.

**9.3. ARC Incentive Programs.** Air Reserve Component Incentive Programs directed towards health professionals include the AF Ready Reserve Stipend Program (AFRRSP), the Selected Reserve Bonus Program, and Loan Repayment Program.

9.3.1. HQ AFRC/RSOH provides specific incentive program guidance, program parameters and a listing of eligible specialties for all specialized recruiting programs directed towards health professionals.

**9.4. Restricted AFSCs.** HQ ARPC/SG or HQ AFRC/SG can temporarily close certain medical officer AFSCs due to vacancy restrictions. HQ AFRC/RSOH immediately informs the responsible senior recruiters of these restrictions. During times of restriction, recruiters may send a resume (via their senior recruiter) to HQ AFRC/RSOI for a HP desiring an IMA assignment or to HQ AFRC/RSOH for unit assignments before processing an application.

**9.5. Initial Interview and Qualification Procedures.** Recruiters will follow the initial interview and qualification procedures shown in [Chapter 3](#) of this instruction. Ensure applicants meet eligibility criteria set forth in AFI 36-2005, Table 2.2. Use the current HP Prospect Interview Record (HPPIR), for all health profession applicants.

**9.6. Processing Applications.** Initial interview and tentative qualification must take place before any processing begins.

9.6.1. Give all applicants an AFRC Form 136 upon initial interview. The application must be completed according to the requirements of AFI 36-2005, Chapter 3. In addition to those requirements, include a properly completed Statement of Understanding sheet (see HQ AFRC/RSOT Training Aide) with the application.

9.6.2. Use the AFRC Form 23, **Health Professions Applications Checklist**, case-file envelope to store application forms and documents.

9.6.3. Send completed appointment applications and assignment actions to the senior recruiter or designated official for quality review.

9.6.4. If appropriate, the HP senior recruiter may send a transmittal letter with applications to the selection authority. This letter may provide pertinent information concerning the application (e.g. any items or documents that might not be available at the time of submission and when and from whom they may be expected, requesting special instructions concerning tendering the oath of office, identifying disqualifications and requests for waivers, any additional information concerning the waiver request, information about how the recruiter may be contacted concerning the application, etc.).

9.6.5. The HP senior recruiter forwards the application to HQ AFRC/RSOH (for unit applications) or HQ AFRC/RSOI (individual program applications). HQ AFRC/RSOH/RSOI attaches the Health Professions Tracking Sheet to the application and forwards the application to the selection authority. The selection and appointment authority contacts the senior recruiter for any application issues that may arise.

9.6.6. The appointment authority notifies the recruiter and the applicant when tendering an oath of office. Recruiters must urge the applicant to complete the oath of office and return the original oath to the appointment authority as soon as possible. For recruiter controlled accessions, the recruiter must ensure the applicant completes a DD Form 93 and VASGLV 8286 concurrently with the oath of office. Forward the completed forms to the appointment authority with the oath of office.

9.6.7. Recruiters keep a residual copy of the entire application until the applicant is appointed, disqualified, or become no longer interested (NLI). After appointment, the recruiter may forward copies of the application to the appointed individual. HPPIRs on individuals who have been accessed, disqualified or become NLI are forwarded to the senior recruiter's operating location (OL) for proper disposition.

**9.7. Basic Eligibility.** Applicants must meet all eligibility requirements identified in AFI 36-2005, *Appointment In Commissioned Grades And Assignment In Professional Categories-Reserve Of The Air Force And United States Air Force*, and AFMAN 36-2105, *Officer Classification*. Meeting commissioning qualifications does not guarantee acceptance. Unqualified applicants will be tactfully dismissed.

9.7.1. Waiver procedures and waiver authorities are outlined in AFI 36-2005, paragraph 2.3. Forward all waiver requests with the completed appointment application. In questionable cases, recruiters may forward appropriate documentation to HQ AFRC/RSOH for review and consultation with selection authorities before an entire application is completed.

**9.8. HP CCMAPPEDDS.** Recruiters will utilize the AFR recruiting CCMAPPEDDS prescreening method on all applicants as it applies in this instruction. Since AFI 36-2005 is the source directive for HP commissioning programs the following CCMAPPEDDS items provide the correlated reference to AFI 36-2005 for eligibility criteria.

**9.9. Conscientious Objector.** Conscientious Objectors are ineligible for appointment to the AFR according to AFI 36-2005, Table 2.2, item 4.

**9.10. Citizenship.** To be eligible for appointment, applicants must be U.S. citizens according to AFI 36-2005, paragraph 2.1.).

**9.11. Morals.** Conditions of ineligibility for appointment to the AFR based on moral disqualifications are identified in AFI 36-2005, Table 2.2 item 2.

**9.12. Age.** The maximum age for eligible appointment grades is based on awarded constructive service credit according to AFI 36-2005, Table 2.1. Ensure applicants meet age requirements for appointment in that grade. Maximum age for initial appointment in a health professional specialty designated by HQ USAF/SG as a critical specialty needed in wartime is less than 47 years.

**9.13. Physical Examination.** Applicants must be medically qualified or a medical waiver approved according to AFI 48-123. Chapter 4 of this instruction provides guidance for commissioning and flight physicals. AFRCI 10-301, *Reserve Recruiting Resource Management* provides guidance and procedures for payment of Special Medical Examinations.

**9.14. Prior Service.** The prior service program applies to AFR applicants who have 84 days or more of active duty in a regular or reserve component of the United States Armed Forces.

9.14.1. Guidance for verification of previous military service is found in **Chapter 4** of this instruction. AFI 36-2005, Chapter 2 provides guidelines for specific commissioning programs.

9.14.2. Processing guidance in obtaining Conditional Release/Resignation from other military components is found in **Chapter 7** of this instruction. Members of the AFR IRR and the ANG obtain their conditional release and transfer to participating status using the AF Form 1288.

**9.15. Education.** See AFI 36-2005, Chapter 6 for the Medical Corps (MC), Dental Corps (DC), and Nurse Corps (NC); Chapter 7, Medical Service Corps (MSC) and Chapter 8, Biomedical Sciences Corps (BSC) for all experience, education, postgraduate training, and licensure requirements. For appointment into the Air Force Reserve Nurse Corp, Registered Nurse applicants must have a baccalaureate degree in nursing (BSN).

**9.16. Dependency Status (Family Care).** Guidance concerning medical officer applicants with family members is according to AFI 36-2005 Table 2.2, item 31.

**9.17. Drugs.** Refer to **Table 4.21** of this instruction and AFI 36-2005, Table 2.2, item 2 for drug and alcohol ineligibility factors.

**9.18. Service Credit.** Refer to AFI 36-2005, Table 2.4 (MC, DC), and Table 2.5 (BSC, MSC and NC) for service credit computation. Do not guarantee medical officer applicants they will be commissioned at a specific grade or rank. The appointment authority will compute service credit and initiate the AF Form 133, Oath of Office (military personnel) at the grade to be awarded on execution of the commissioning oath.

9.18.1. For computation of Total Federal Commissioned Service Date (TFCSD), refer to AFI 36-2005, Table 2.3 and AFI 36-2604, *Service Dates and Dates of Rank*, Table 1, Rule 3.

**9.19. Substantiation of Eligibility Requirements.** It is the applicant's responsibility to furnish documents (original or a copy certified true by the issuing agency) which prove they meet all eligibility requirements.

9.19.1. Official transcripts of all college work should include day, month, and year degree was awarded. If the day is omitted, the recruiter must verify graduation date telephonically. Transcripts

must be embossed with the school seal (raised or stamped). The transcript provided cannot be an "Issued To Student" transcript.

9.19.2. For details on the forms required for a credentials file, refer to AFI 36-2005, paragraph 3.1.6. Recruiters will prescreen a health care provider's qualifications. The following documents are required on all health care providers:

9.19.2.1. Certificates of training (internship, residency, and fellowship).

9.19.2.2. Board certification.

9.19.2.3. Registration/licensure.

9.19.2.4. Educational Council for Foreign Medical Graduates (ECFMG) certification, if applicable.

9.19.2.5. Show documents have been verified as follows:

9.19.2.5.1. When verifying licenses, the recruiter must ask the licensing agency the initial issue date, if the license is current, valid, unrestricted, or unencumbered. If verified by telephone, type the following statement on the front of a copy of the license:

"This license is reported to be current (include issue and expiration dates), valid, unrestricted, and unencumbered by: *(full name of person contacted, organization contacted with address, typed name, signature of recruiter, and date)*."

9.19.2.5.2. Copies of official documents will include the recruiting representative's signature block, signature, and date, plus a statement that "this document is a true copy of the original." Type or stamp this statement on the front of each document verified.

9.19.2.5.3. Telephone verification from the original source as to authenticity, or correspondence with the original source, is also acceptable. Telephone verification must be recorded on front of documents with the following information:

"Item verified, individual and organization contacted, date, recruiting representative signature block and signature."

**9.20. Malpractice.** Refer to AFI 36-2005, paragraph 3.1.6.16. for guidance on malpractice documents. For physicians with previous malpractice history or those who currently have a malpractice case pending, submit the following documents to the selection authority prior to submitting application, if appropriate:

9.20.1. A brief explanation of the case.

9.20.2. All available malpractice documents (such as the insurance carrier's and lawyer's analysis and evaluation, depositions of the plaintiff and defendant, and all court documents to include the original complaint and the physician's response to it).

**9.21. Federation State Medical Boards (FSMB)/National Practitioners Data Bank (NPDB) Inquiries.** All physicians require FSMB and NPDB inquiries on their licenses during the prescreening of credentials.

9.21.1. Recruiters will have applicants sign the Release of Liability Statement (see HQ AFRC/RSOT Training Aide), while processing their application, and complete the Professional Qualifications Physician Precredential Sheet (see HQ AFRC/RSOT Training Aide).



9.21.2. The senior recruiter transmits the pre-credential sheet and release of liability statement to HQ AFRC/RSOH.

9.21.3. The HP senior recruiter ensures the completed inquiry is maintained on file after the applicant is accessed or disqualified by attaching it to the HPPIR.

## Chapter 10

### CASE FILE AND QUALITY REVIEW REQUIREMENTS

**10.1. Purpose.** This chapter provides guidance on case file requirements, recruiting quality review (QC) and MPF coordination for AFR accessions. Instructions on the completion of forms are located in the HQ AFRC/RSOT Forms Training Aide.

**10.2. Maintaining Prospect/Applicant Files.** Maintain working case files in a suitable envelope (use AFRC Form 23 for HP applicants) with the applicant's name annotated on the front.

**10.3. QC and Coordination of Case Files.** All enlistment case files will receive a coordinated review, a joint responsibility of the recruiter, senior recruiter (or designated representative), and the MPF/Satellite Personnel Activity (SPA).

10.3.1. The senior recruiter fully controls all aspects of the enlistment process. A thorough QC by the senior recruiter or the designated representative on every enlistment or assignment case file is mandatory prior to the accession. The QC process is the sole responsibility of the senior recruiter receiving accession credit. Recruiters performing courtesy enlistments for another Main Operating Location (MOL) are not responsible to QC the case file a second time.

10.3.1.1. The senior recruiter will be held accountable for:

- 10.3.1.1.1. Establishing a local QC process, to include the date, time, and location of enlistment,
- 10.3.1.1.2. Ensuring the applicant meets all eligibility requirements,
- 10.3.1.1.3. Ensuring the applicant meets all classification requirements,
- 10.3.1.1.4. Ensuring the case file contains all of the required information and documentation,
- 10.3.1.1.5. Ensuring all forms are complete and accurate.

10.3.2. The coordination process is the responsibility of the MPF serving the recruiter accountable for accession. Coordination will be completed as soon as possible but no longer than 24 hours from receipt. The senior recruiter or designated representative will coordinate with the MPF for:

- 10.3.2.1. Authorization of the AF Form 40a when required for NPS Initial IDT period,
- 10.3.2.2. Qualification and necessary signatures on DD Form 1966 when required for bonus options,
- 10.3.2.3. Verification of position and overage statement due to changes in manning documents,
- 10.3.2.4. Completion of required waivers and AF Form 357 for Family Care Determinations,

10.3.3. The senior recruiter will ensure post enlistment actions are coordinated and completed and check that all case file forms are signed, initialed, dated, accurate and complete.

- 10.3.3.1. Completed unit enlistment case files must arrive at the servicing MPF within 24 hours from the date of enlistment and 5 workdays for satellite recruiting locations. IMA enlistment packages must arrive at HQ AFRC/RSOI within 10 workdays from the date of enlistment for CONUS assigned recruiters and 15 days for OCONUS.

10.3.4. The senior recruiter is responsible to correct any case file recruiting errors identified after the enlistment is consummated. Take immediate corrective action as applicable.

10.3.5. All assignment and appointment case files must receive a thorough QC by the senior recruiter or designated QC representative, prior to accession. The QC is the sole responsibility of the senior recruiter.

**Table 10.1. Forms and Documents Required for Enlistment.**

<b>R U L E</b>	<b>Form Number</b>	<b># Of Copies</b>	<b>Accession Categories</b>					<b>Use Is</b>		<b>See Note</b>
			<b>NPS</b>	<b>PS</b>	<b>IMA</b>	<b>Palace Front/ Chase</b>	<b>UFT/ Line Officer</b>	<b>Mandatory</b>	<b>As Required</b>	
<b>1</b>	AFRC Form 83	1	X	X	X	X	X	X		1
<b>2</b>	AFRC Form 12	1	X					X		2
<b>3</b>	AFRC Form 72	1	X	X	X	X	X		X	
<b>4</b>	AFRC Form 72a	1	X	X	X	X	X		X	4
<b>5</b>	AF Form 2030	1	X	X	X		X	X		
<b>6</b>	AF Form 422	2				X			X	3
<b>7</b>	AF Form 1288	3			X	X	X	X		
<b>8</b>	AF Form 40A	1 set	X					X		6
<b>9</b>	DD Form 369 and/or other moral documents	1	X	X	X		X		X	2
<b>10</b>	DD Form 2246	1	X	X	X	X	X	X		
<b>11</b>	DD Form 2697	1				X			X	
<b>12</b>	DD Form 2280	2 origi- nals	X					X		
<b>13</b>	DD Form 1966	4 sets	X	X	X		X	X		
<b>14</b>	DD Form 93	1 + 1 disk	X	X	X		X		X	6
<b>15</b>	DD Form 4	4 sets	X	X	X	X	X	X		
<b>16</b>	DD Form 368, or other release doc- ument	3		X	X		X		X	2
<b>17</b>	DD Form 214/ 215	1		X	X	X	X	X		
<b>18</b>	DJ Form FD-258	2 origi- nals		X	X		X		X	
<b>19</b>	NGB Form 22	1		X	X		X	X		

R U L E	Form Number	# Of Copies	Accession Categories					Use Is		See Note
			NPS	PS	IMA	Palace Front/ Chase	UFT/ Line Officer	Mandatory	As Required	
20	SF 88 and SF 93	2 each	X	X	X	X	X	X		5
21	EPSQ (or Rule 22)	2 + 1 disk	X	X	X		X		X	7
22	SF 86 (or Rule 21)	3	X	X	X		X		X	7
23	VASGLV 8286	3	X	X	X		X		X	6
24	ASVAB Test Results	1	X	X	X	X		X		
25	Grade source documents	1	X	X	X	X	X	X		
26	Report of Individual Personnel (RIP)	1				X		X		8

**NOTES:**

1. The HQ AFRC/RS approved electronic version of the Prospect Interview Record (PIR) may be used in lieu of the AFRC Form 83. Additionally, the PIR is not required in completed IMA enlistment packages sent to the AFRC Recruiting IMA Liaison Office.
2. Staple these forms to the completed AFRC Form 83 maintained in the main OL.
3. Required for pregnant members or when using a PHA that does not have a physical profile annotated.
4. Approval authority maintains a file copy of any approved/disapproved waiver/determination (AFRC Form 72a, **Waiver/Determination Approval/Disapproval**) in central file system. Maintain a file copy of all documents required by table 11.1 on waivers/determinations that are disapproved and any that are approved at the local level.
5. Do not maintain copies of medical records on applicants who become Reserve members.
6. Recruiters are required to complete this document on recruiter controlled accessions consummated outside of the main OL and/or IMA enlistments.
7. All paper copies of the SF 86 must have original signatures.
8. RIP must be dated within 120 days of separation or discharge.

**Table 10.2. Forms and Documents Required for Assignment.**

R U L E	Form Number	# Of Copies	Accession Categories				Use Is		See Note
			Refers to line acces- sions only				Mandatory	As Required	
			PS	IMA	Palace Front/ Chase	HP			
1	AFRC Form 83	1	X	X	X		X		
2	AFRC Form 7					X	X		
3	AF Form 422	2			X			X	1
4	AF Form 1288	3	X	X	X	X	X		
5	DD Form 369 and/or other moral documents	1	X	X		X		X	2
6	DD Form 2246	1	X	X	X	X	X		
7	DD Form 2697	1			X			X	
8	DD Form 214/215	1	X	X	X	X	X		
9	DJ Form FD-258	2 originals	X	X		X		X	
10	NGB Form 22	1	X	X		X	X		
11	SF 88 and SF 93	2 each	X	X	X	X	X		3
12	EPSQ (or Rule 13)	2 + 1 disk	X	X		X		X	4
13	SF 86 (or Rule 12)	3	X	X		X		X	4
14	ASVAB Test Results	1	X	X	X		X		
15	Grade source documents	1	X	X	X	X	X		
16	Report of Individual Personnel	1			X	X		X	5
17	Single Unit Retrieval For- mat (SURF)	1	X	X			X		

**NOTES:**

1. Required for pregnant members or when using a PHA that does not have a physical profile annotated.
2. Staple this form to the completed AFRC Form 7 or PIR maintained in the main OL.
3. Do not maintain copies of medical records on applicants who become Reserve members. For individuals currently in the IRR, a hard copy of the SF 88/93 is not required. However, recruiters must verify the applicant's PULHES-X, color vision, depth perception, and date of exam.
4. All paper copies of the SF 86 must have original signatures.

5. RIP must be dated within 120 days of separation.

**Table 10.3. Forms and Documents Required for Appointment.**

R U L E	Form Number	# Of Copies	Accession Categories					Use Is		See Note
			Refers to line accessions only					Mandatory	As Required	
			NPS	PS	IMA	UFT/ Line Officer	HP			
1	AFRC Form 83	1	X	X	X	X		X		
2	AFRC Form 7	1					X	X		
3	AFRC Form 23	1					X	X		
4	AFRC Form 136	1					X			
5	AF Form 24	3	X	X	X	X	X	X		
6	AF Form 2030	1	X	X	X	X	X	X		
7	AF Form 1288	3	X	X	X	X	X	X		
8	DD Form 93	1 + 1 disk	X	X	X	X	X		X	6,7
9	DD Form 369 and/ or other moral doc- uments	1	X	X	X	X	X		X	1
10	DD Form 368, or other release docu- ment	3		X	X	X	X		X	1
11	DD Form 214/215	1		X	X	X	X	X		
12	DD Form 2246	1	X	X	X	X	X	X		
13	DJ Form FD-258	2 origi- nals	X	X	X	X	X	X		
14	NGB Form 22	1		X	X	X	X	X		
15	SF 88 and SF 93	2 each	X	X	X	X	X	X		2
16	EPSQ (or Rule 17)	2 + 1 disk	X	X	X	X	X		X	3
17	SF 86 (or Rule 16)	3	X	X	X	X	X		X	3
18	VASGLV 8286	3	X	X	X	X	X		X	6,7
19	BAT test Results	1	X	X		X		X		
20	AFOQT Test Results	1	X	X	X	X		X		
21	Grade source doc- uments	1	X	X	X	X	X	X		4

R U L E	Form Number	# Of Copies	Accession Categories					Use Is		See Note
			Refers to line accessions only					Mandatory	As Required	
			NPS	PS	IMA	UFT/ Line Officer	HP			
22	Statements of Understanding	1	X	X	X	X	X	X		1
23	Release of Liability Statement	1					X	X		
24	Contact lens statement	1	X	X	X	X	X		X	5
25	AF Form 1145	2	X	X	X	X	X	X		

**NOTES:**

1. Staple this form to the completed AFRC Form 7 or PIR maintained in the main OL.
2. Do not maintain copies of medical records on applicants who become reserve members.
3. All paper copies of the SF 86 must have original signatures.
4. Have the applicant initial all applicable statements for the program for which they are applying.
5. Mandatory for all applicants applying for flying status who wear corrective lenses or who are wearing or have worn contact lenses.
6. Recruiters are required to complete this document on recruiter controlled accessions consummated outside of the main OL.
7. Recruiter or gaining MPF to complete on the date commission oath is executed for HP accessions. Recruiters must complete for IMA HP appointments when completed, forward with AF Form 133, to HQ ARPC (also applies to VASGLV8286)

## Chapter 11

### WAIVERS AND DETERMINATIONS

**11.1. Waiver and Determination Guidance.** Waivers/determinations allow disqualified applicants an opportunity to be considered under the “whole person” concept, when requested by the applicant and circumstances clearly justify a waiver or determination. The following paragraphs provide general guidance. Refer to the specific criteria and [Table 11.1](#) for complete waiver/determination criteria guidance.

**11.2. Justification to Submit.** Waivers should be submitted only upon applicant's request. Recruiters may submit requests only when other indicators such as test results, qualifications, previous service, etc., clearly indicate that a waiver is appropriate, and is in the best interest of the AFR. If this is not the case, tactfully dismiss the disqualified applicant.

**11.3. Enlistment Determinations.** Enlistment determinations address additional criteria involving family care, military image, and AFSC determinations.

**11.4. General Information.** Waiver/determination requests must be processed through appropriate recruiting channels. Applicants with more than one waiver action found in table 11.1, Section I must be submitted to the approval authority at the same time. If the final approval authority is at the senior recruiter level, obtain approval for these waivers before submitting the additional waiver to higher headquarters. Final approval authority for waivers/determinations is shown in table 11.1. Further delegation is not authorized.

11.4.1. A master records purge must be conducted before the waiver is submitted on applicants having an RE/SPD code or discharge, which is a bar to enlistment. The recruiter requests the master records purge with all appropriate sources using the SF 180, **Request Pertaining to Military Records**. The request must include: DD Forms 214/215, NGB Forms 22, discharge orders, any derogatory information, Article 15s, Captain's Masts, Letters of Reprimand, and performance reports.

11.4.2. Approved waivers/determinations are valid for 1 year from the date of approval, unless otherwise indicated. Do not give a copy of the waiver or determination to the applicant.

11.4.2.1. Any potentially disqualifying information received after submitting the waiver/determination will be immediately reported to the approval authority. Cease all processing and contact HQ AFRC/RSOO for guidance.

11.4.2.2. Following waiver/determination approval, if the applicant is enlisting into an AFS, which is different than the projected AFS (which appeared on the AFRC Form 72, **Waiver/Determination Request**), the senior recruiter must coordinate this change with the approval authority.

11.4.2.3. After receiving a waiver or enlistment determination approval via RBBS, the recruiter may consummate the enlistment (provided the applicant is otherwise qualified). A paper copy of the RBBS approval may be used until receipt of the original, approved waiver or determination from HQ AFRC/RSOO. When appropriate, the recruiter may request a faxed copy.

**11.5. Medical Waivers.** Waivers to medical standards will be approved only by or through HQ AFRC/SGP (for unit) or HQ ARPC/SGS (for Individual Reserve Programs).



11.5.1. Substandard height of no more than 2 inches (to 58 inches) on a MEPS physical may be approved by the MEPS CMO or on a RMU physical by the unit's senior medical officer (physician), for males only. Minimum height for females is 58 inches. Waivers below 58 inches may be requested through HQ AFRC/SGP (for unit) or HQ ARPC/SGS, (for Individual Reserve Programs). Necessary medical evaluations must be accomplished before submission. MEPS or RMUs do not have authority to approve substandard height waivers for flying class III examinees or Air Force commissioning applicants. These waivers are granted on a case-by-case basis. Contact HQ AFRC/RSOO for guidance.

11.5.2. Substandard weight of up to 10 percent below the minimum on a MEPS physical may be waived by the MEPS CMO. The senior medical officer (physician) assigned to an RMU may also exercise the same authority on an enlistment physical conducted by a RMU. MEPS or RMUs do not have authority to approve substandard weight waivers for flying class III examinees or Air Force commissioning applicants. These waivers are granted on a case-by-case basis. Contact HQ AFRC/RSOO for guidance.

11.5.3. If a Military Treatment Facility (MTF) or MEPS recommends a medical waiver in writing, the recruiter has no discretion in the matter; the waiver must be submitted unless the applicant is ineligible for some other reason. Senior recruiters may request a medical waiver, without a MTF or MEPS recommendation if they determine unusual circumstances warrant consideration by the appropriate AFR physical standards OPR. This process is only authorized with prior telephonic approval from HQ AFRC/RSOO (unit accessions) or HQ AFRC/RSOI (IMA accessions). After receiving authorization from the appropriate HQ AFRC OPR to submit these waivers, process these requests as follows:

11.5.3.1. For Unit Accessions, the local RMU reviews the physical and determines if a request for a HQ AFRC/SGP waiver is warranted by annotating the AF Form 2246. Additionally, if indications are the applicant may be medically restricted to certain duties, the gaining Wing Commander must annotate acceptance of the applicant for affiliation.

11.5.3.1.1. Forward the medical waiver request to HQ AFRC/RSOO for HQ AFRC/SG approval/disapproval.

11.5.3.2. For Individual Reserve Program Accessions, contact HQ AFRC/RSOI, who coordinates with HQ ARPC/SGS to determine if a request for review is warranted.

11.5.3.2.1. Forward the medical waiver request to HQ AFRC/RSOI for HQ ARPC/SGS approval/disapproval.

**11.6. Classification Waivers.** Only factors that warrant exceptional consideration may be waived.

**11.7. Assignment Waivers.** Members of the ANG or AFR IRR who have conditions of ineligibility for assignment (e.g., AAR or RE code, character of service, etc.), must have assignment waivers approved prior to further processing. However, this is not a recruiting waiver. Table 11.1 and AFI 36-2115, *Assignments Within The Reserve Components*, provide guidance for processing assignment waivers.

11.7.1. Unit assignment waivers are processed as follows:

11.7.1.1. The recruiter initiates waiver by annotating the 1<sup>st</sup> Indorsement of AF Form 1288, obtains tentative blocking information, and the gaining unit commander's (or designated offi-

cial's) indorsement. The recruiter forwards the package to the servicing MPF for coordination to HQ AFRC/DPMF.

11.7.2. Individual Reserve Program (IMA) assignment waivers are processed as follows:

11.7.2.1. Recruiter initiates waiver by annotating the 1st Indorsement of AF Form 1288, or by letter requesting an assignment waiver, obtains tentative blocking information, and the gaining IMAPM (or designated official) Indorsement. The IMAPM forwards assignment and waiver request to HQ ARPC/DA for approval/disapproval. HQ ARPC/DAA notifies the IMAPM of the waiver status and process assignment if approved. The IMAPM then notifies recruiter of approval and assignment.

11.7.3. Officers with RegAF or Reserve appointments, who were non-selected for promotion on the Active Duty List (ADL) for the second time (2x Deferred) are ineligible for accession to a SelRes position without a waiver according to AFI 36-2005 (RegAF), table 2.2, rule 25, or AFI 36-2115 (Reserve). AFI 36-2005 or AFI 36-2115 are the governing directives. AFRCI 36-2001 only provides the recruiting process to request a waiver to the 2x deferred ineligibility condition.

**11.8. IMA AFSC Determinations.** The IMA program is primarily a prior service program for individuals fully qualified in their AFS. An enlisted applicant must have a 5-skill level or higher to be eligible. IMA AFSC Determinations allow exceptions to authorize awarding an AFSC 3-skill level to prior service applicants with military or civilian education, training, or experience directly relating to an AFS.

11.8.1. Follow blocking procedures according to standards set by RSOI and the IMA Handbook ensuring the Program Manager knows an AFSC Determination is required. Annotate "AFSC determination is required" in the remarks section of the RMVS blocking screen. If any other waivers or determinations are required, specify which type. Include this information and the requested AFSC on the AF Form 1288.

11.8.2. Coordinate with the IMAPM before submitting the AFSC determination to ensure all requirements are met. Forward the AFSC determination request directly to the IMAPM.

11.8.3. The IMAPM ensures the appropriate MAJCOM Functional Manager's review is conducted and returns the determination to the recruiter.

**11.9. Mandatory Formal Technical Schools.** Waiver of mandatory technical schools may be approved by HQ AFRC/DPMF when the individual has other training or experience, which may be applied to the training requirement.

11.9.1. A technical adviser for the requested AFS conducts the evaluation on subject and task knowledge levels as required by the Career Field Education and Training Plan (CFETP). The CFETP must show date completed, technical adviser's initials, and the applicant's initials certifying 3-skill level task completion.

11.9.1.1. Applicants will not demonstrate performance level tasks. Performance task items may be certified (by the technical adviser) if the applicant provides documentation (certificates, licenses, letters, etc.) showing the applicant previously performed these tasks.

**11.10. Enlistment Determination for Family Care.** The Wing Commander (to include the designated Wing Commander) is the approval authority for all enlistment determinations of family care. Further del-

egation is not authorized. Contact HQ AFRC/RSOO on questionable cases. See tables 4.20 and 11.1 for family care criteria and determinations.

11.10.1. An enlistment determination for family care is required regardless of whether or not the applicant has custody of family members (to include illegitimate children) incapable of self-care. Circumstances may change, and the applicant must provide a plan for family member care with every enlistment determination for family care. The AF Form 357, **Family Care Certification** is used for this purpose. Complete Sections I and II of the AF Form 357. See AFI 36-2908 for additional guidance.

**11.11. Waiver and Determination Table.** Table 11.1 provides requirements and processing guidance for waivers and determinations. All waivers/determinations will be forwarded through, and authorized by, the senior recruiter prior to processing outside of the OL.

**Table 11.1. Waiver and Determination Requirements (see notes).**

<b>R U L E</b>	<b>If the applicant requests a waiver or determination of</b>	<b>physical exam prior to waiver</b>	<b>documents required are</b>	<b>forward through</b>	<b>final approval authority is</b>
<b>SECTION I--UNIT OR IMA PROGRAM (ENLISTMENTS ONLY)</b>					
<b>1</b>	Morals (Category 2)	No	AFRC Form 72; original DD Form 369 if honored; copy of police/court records; and a detailed statement from the individual attesting to the circumstances surrounding the incident	Senior Recruiter	HQ AFRC/RSOO
<b>2</b>	Morals (Category 3)				Senior Recruiter
<b>3</b>	Morals (Category 4)				
<b>4</b>	Morals (Category 5)				
<b>5</b>	Alcohol Abuse or Alcoholism	Yes	AFRC Form 72; original and two copies of the SF88/93 showing DAT results; AF Form 2030; applicant's handwritten statement explaining alcohol involvement and any substantiating documents from any treatment programs attended (see note 2 )	HQ AFRC/RSOO	HQ AFRC/SG (unit)
				HQ AFRC/RSOI	HQ ARPC/SG (IMA)
<b>6</b>	Non-Military Drug Involvement (marijuana)	Yes	AFRC Form 72; original and two copies of SF 88/93 showing DAT results; AF Form 2030; applicant's handwritten statement explaining drug involvement (including age at time of involvement) in detail, and any other substantiating documents (see note 2)	Senior Recruiter	HQ AFRC/RSOO
<b>7</b>	Non-Military Drug Involvement (except marijuana)			HQ AFRC/RSOO	HQ AFRC/SG
<b>8</b>	RegAF or ARC Drug Involvement (marijuana)	Yes	AFRC Form 72; DD Form 214/215; NGB Form 22 (if applicable) original and two copies of SF 88/93 showing DAT results; AF Form 2030; applicant's handwritten statement explaining drug involvement in detail, and any other substantiating documents (see note 2)	Senior Recruiter	Wing/CC
				Senior Recruiter (IMA)	HQ AFRC/RSOO

<b>R U L E</b>	<b>If the applicant requests a waiver or determination of</b>	<b>physical exam prior to waiver</b>	<b>documents required are</b>	<b>forward through</b>	<b>final approval authority is</b>
<b>9</b>	Alien Registration Status	No	AFRC Form 72; original and two copies of the statement from the applicant as to why he/she wants to enlist in the U.S. Air Force Reserve and intentions toward citizenship; three copies of both sides of the applicant's INS Form 551 (see note 3)	HQ AFRC/ RSOO	HQ USAF/ REP
<b>10</b>	Classification (AFMAN 36-2108)	Yes	AFRC Form 72; three copies of any supporting documentation (for example, DD Form 214/215, civilian employment records showing comparable environment, conditions, etc). Plain English statement of what specific classification area request is for. Include one copy of a completed AF Form 1288 for IMAs. (For waivers involving medical standards see note 10)	HQ AFRC/ RSOO	HQ AFRC/ DPMF (unit) (see note 7)
				HQ AFRC/ RSOI	HQ ARPC/ DPM (IMA) (see note 7)
<b>11</b>	Discharge from any reserve component with a condition which is bar to enlistment	No	AFRC Form 72; NGB Form 22 (if applicable); discharge order; a detailed statement from the individual as to the circumstances surrounding the incidents; all records from a master records purge IAW paragraph <b>11.4.1</b> , and a blank SF 180 signed by the applicant. (see note 6)	Senior Recruiter	HQ AFRC/ RSOO
<b>12</b>	General Discharge from any reserve component (for unsatisfactory participation only)	No	AFRC Form 72; 2 copies of DD Form 214/215, NGB Form 22 (if applicable), and discharge order; a detailed statement from the individual as to the circumstances surrounding the incidents; all records from a master records purge IAW paragraph <b>11.4.1</b> , and a blank SF 180 signed by the applicant (see note 13.)	HQ AFRC/ RSOO (unit)	HQ AFRC/ DPMF
				HQ AFRC/ RSOI (IMA)	HQ ARPC/ DP
<b>13</b>	Family Care Determination	No	AFRC Form 72; original and two copies of AF Form 357, and any other substantiating documentation (see note 5)	Senior Recruiter	Wing/CC
<b>14</b>	E-3 or below with 2 or more family members	No	AFRC Form 72; original statement of financial responsibilities (see <b>Attachment 16</b> ); married to military—include original and two copies of AF Form 357 (see note 5)	Senior Recruiter	Wing/CC
<b>15</b>	Hardship (family care or financial)	No	AFRC Form 72; DD Form 214/215; original statement from the individual and substantiating documentation as to the incidents and the fact that the hardship condition is permanently terminated. Include all records received from a master records purge IAW paragraph <b>11.4.1</b> , and a blank SF 180 signed by the applicant (see <b>Attachment 17</b> for financial hardship checklist)	Senior Recruiter	HQ AFRC/ RSOO

<b>R U L E</b>	<b>If the applicant requests a waiver or determination of</b>	<b>physical exam prior to waiver</b>	<b>documents required are</b>	<b>forward through</b>	<b>final approval authority is</b>
<b>16</b>	Medical discharge (EPTS or FMEPR)	Yes	AFRC Form 72; original and two copies of SF 88/93; AF Form 618, <b>Medical Board Report</b> or AF Form 356, <b>Findings and Recommended Disposition of USAF Physical Evaluation Board</b> ; all service medical records relating to the condition; VA medical records; physician consults; and medical evidence that the defect no longer exists. Include one copy of the AF Form 1288 for IMAs	HQ AFRC/RSOO	HQ AFRC/SGP (unit)
				HQ AFRC/RSOI	HQ ARPC/SG (IMA)
<b>17</b>	Medical disqualification (includes height waiver)	Yes	AFRC Form 72; original and two copies of SF 88/93; any other supporting documents. Include one copy of the AF Form 1288 for IMAs	HQ AFRC/RSOO	HQ AFRC/SGP (unit)
				HQ AFRC/RSOI	HQ ARPC/SG (IMA)
<b>18</b>	Military Image Eligibility Determination	No	AFRC Form 72; full length photo (open collared short sleeve shirt) showing visible tattoos, brands, and body piercing; close up photo of each visible tattoo, brand or piercing; recommendation from the gaining Unit/CC (see note 9)	Senior Recruiter	HQ AFRC/RSOO
<b>19</b>	NPS status (waive BMT)	Yes	AFRC Form 72; and two copies of documentation showing the individual has completed a recognized BMT (see note 4)	Senior Recruiter	Wing/CC
<b>20</b>	Pay grade (higher than authorized; PS only)	No	AFRC Form 72; letter of recommendation from the gaining unit commander and any substantiating documents	Senior Recruiter	HQ AFRC/RSOO
<b>21</b>	Prior military service (RE/SPD code or condition barring enlistment) or lacks evidence of service	No	AFRC Form 72; DD Form 214/215; NGB Form 22; a detailed statement from the individual as to the circumstances surrounding the incidents; all records from a master records purge IAW paragraph <b>11.4.1.</b> ; a blank SF 180 signed by the applicant. (see note 6)	Senior Recruiter	HQ AFRC/RSOO

<b>R U L E</b>	<b>If the applicant requests a waiver or determination of</b>	<b>physical exam prior to waiver</b>	<b>documents required are</b>	<b>forward through</b>	<b>final approval authority is</b>
<b>22</b>	Previously served in any other country's armed forces	No	AFRC Form 72; original and one copy of the applicant's handwritten statement attesting to the duties performed; dates of service, character of service; and all other relevant information. Provide as much information as possible to make the determination	Senior Recruiter	HQ AFRC/RSOO
<b>23</b>	Enlistment grade E-3 or below with 4 or more years of satisfactory service	No	AFRC Form 72; a statement from the individual as to why they have not achieved the pay grade of E-4 and any other supporting documents	Senior Recruiter	Wing/CC
<b>24</b>	Technical School	Yes	AFRC Form 72; Technical School Waiver Request Letter (see <a href="#">Attachment 15</a> ); last three EPRs if applicable; endorsement from gaining unit commander (not Wing/CC); any other documents if applicable, e.g. certificates of completion, transcripts, diplomas, job descriptions, resumes, documents of educational accomplishments relating to AFSC requested	HQ AFRC/RSOO	HQ AFRC/DPMF (see note 7)
<b>SECTION II – ASSIGNMENT WAIVERS</b>					
<b>25</b>	General Discharge from any reserve component (for unsatisfactory participation only)	No	AF Form 1288; NGB Form 22; discharge order; SURF; last three EPRs; a detailed statement from the individual of the circumstances surrounding the incidents; any supporting documentation or recommendations (see note 13)	Servicing MPF (for unit)	HQ AFRC/DPMF
				HQ AFRC/RSOI (IMA)	HQ ARPC/DA
<b>26</b>	Assignment Waivers Holds AFR IRR status with Assignment Action Reason which Bars Assignment	No	AF Form 1288; SURF; last three EPRs; a detailed statement from the individual explaining condition which the AAR was assigned and requesting waiver, Gaining unit commander's (or designated official's) endorsement; any supporting documentation or recommendations (weight standards see note 14) (pregnancy standards see note 15)	Servicing MPF (unit)	HQ AFRC/DPMF
				HQ AFRC/RSOI (IMA)	HQ ARPC/DA
<b>27</b>	Officers Non-selected for Promotion for the Second Time (2x Deferred) on ADL	Yes	AF Form 1288, RIP, a detailed statement from the individual as to the circumstances leading to the 2x deferred and request for waiver by letter(memo), all OPRs, written recommendation letter by losing commander (or designated official), written endorsement from gaining Wing/CC (or designated official), any other pertinent documentation or letters of recommendation as appropriate	Servicing MPF ( <u>RegAF</u> Commission)	HQ AFRC/DPMB
				Servicing MPF ( <u>Reserve</u> Commission)	HQ AFRC/DPMF
				HQ AFRC/RSOI (IMA)	HQ ARPC/DA

<b>R U L E</b>	<b>If the applicant requests a waiver or determination of</b>	<b>physical exam prior to waiver</b>	<b>documents required are</b>	<b>forward through</b>	<b>final approval authority is</b>
<b>28</b>	Classification (AFMAN 36-2108)	Yes	AF Form 1288; three copies of any supporting documentation (for example, DD Form 214/215, civilian employment records showing comparable environment, conditions, etc). Plain English statement of what specific classification area request is for. (For waivers involving medical standards see note 10)	Servicing MPF (unit)	HQ AFRC/ DPMF (unit) (see note 7)
				HQ AFRC/ RSOI (IMA)	HQ ARPC/ DPM (IMA) (see note 7)
<b>SECTION III – IMA PROGRAM ONLY (ENLISTMENTS OR ASSIGNMENTS)</b>					
<b>29</b>	IMA AFSC Determination	Yes	AF Form 1288; applicable service documents, e.g., DD Form 214/215, RIP, EPRs; test scores; detailed statement signed by the applicant to include outline of training received, service schools attended, duties performed, equipment worked on; statements from past and present employers that verify experience claimed by the applicant. and any other substantiating documents	Senior Recruiter	IMA Program Manager (see note 7)

**NOTES:**

1. See [Attachment 18](#) for the appropriate waiver/determination approval codes.
2. The entire request for waiver is categorized as sensitive data and must be marked and treated as such. Mark each page of the request at the top and bottom "Sensitive Data-Unauthorized Access Prohibited By Public Law 92-255." A rubber stamp is authorized for this purpose. The entire request is then placed in a plain envelope marked in the same manner, sealed, and placed in another outer, sealed envelope, which is not marked except for the address.
3. Reproduced copies of INS Form 551 are authorized for official government use.
4. Special 2-week orientations do not count as a recognized BMT. NPS applicants who have not completed a recognized BMT will be required to attend Air Force BMT.
5. If the applicant is married to a military member, annotate the spouses rank, component, AFSC/ MOS, total military service time, duty location, and time on station on the AFRC Form 72, applicant's statement section.
6. If RE or SPD code reflects a medical condition, submit a waiver using Rule 16/17. If RE or SPD code reflects separation under the weight management program, submit a waiver using this rule. Separation under the weight management program is an administrative discharge, not a medical discharge. If RE or SPD code reflects a Hardship, submit a waiver using Rule 15.
7. The authority shown is recruiting point of contact. The actual final approval authority is:
  - Rule 10 (Unit Program) Appropriate Air Force Career Field Manager for requested AFS.
  - Rule 10 (IMA Program) Appropriate MAJCOM Functional Manager for requested AFS.
  - Rule 24 (Unit Program) Appropriate Air Force Career Field Manager for requested AFS.
  - Rule 28 (IMA Program) Appropriate MAJCOM Functional Manager for requested AFS.

8. When the final authority is the Wing/CC, this refers to the Wing/CC exercising control over the recruiter's operating location.
9. Recruiters may take these photographs provided the tattoo/brand is visible while the applicant is fully clothed. Conservative shorts and short sleeved shirts are acceptable. Recruiters are not permitted to take these photographs in any other circumstances. Mature judgement will be exercised in these sensitive situations.
10. Waivers of medical standards must include duty title of the AFSC, a brief description of the actual duties the applicant will perform, and the type of environment the applicant will be working in (for example, office, flightline, firing range, etc.). The gaining MPF Personnel Employment Element will provide this information to the recruiter, upon the recruiter's request. This additional requirement applies to category A unit accessions only.
11. The Senior Recruiter prepares the AFRC Form 72a for all waivers/determinations for which the Wing Commander is the approval authority. HQ AFRC/RSOO or HQ AFRC/RSOI prepares the AFRC Form 72a for all waivers/determinations forwarded through their respective offices.
12. For Unit Enlistment: Gaining Wing Commander's recommendation is required.
13. ANG has the authority to discharge members (for unsatisfactory participation – giving them a general discharge) from their state enlistment and assign them to the IRR under their remaining federal obligations. Other guard and reserve components have also exercised this action. These are the only circumstances under AFR accession standards where a general discharge may be waivable. The gaining wing commander or IMAPM (as applies) recommendation is required. If the individual holds AFR IRR status – see Rule 25.
14. Waiver to remove weight management code that is a bar to assignment will include **only**: Current height and weight statement, BFM and AF Form 1288 with Wing CC's endorsement.
15. Individuals who were assigned to the IRR with a code for pregnancy require a waiver to remove the code. Provide **only**: Statement of uncomplicated pregnancy, approval for world wide duty and current height and weight statement (exception, persons under 6 months post delivery are deferred from meeting height and weight standards).

**11.12. Forms Prescribed. AFRC Form 7, AFRC Form 12, AFRC Form 23, AFRC Form 72, AFRC Form 72a, AFRC Form 83, AFRC Form 102, AFRC Form 136, AFRC Form 139, AFRC Form 139a.**

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Public Law 92-255

Public Law 99-239

Title 10, U.S.C. Section 503, Enlistments: recruiting campaigns; compilation of directory information

Title 10, U.S.C. Section 654(A & B), *Policy on Homosexual Conduct*

Title 10, U.S.C. Section 716, *Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service*

Title 10, U.S.C. Section 936, *Article 136. Authority to administer oaths and to act as notary*

Title 10, U.S.C. Section 1552, *Correction of Military Records*

Title 10, U.S.C. Section 8013, *Secretary of the Air*

Title 10, U.S.C. Section 12301, *Reserve components generally*

Department of Defense Directive 1344.13, *Implementation of the National Voter Registration Act (NVRA)*

Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*

Air Force Joint Instruction 36-2016, *Armed Services Military Personnel Accession Testing Programs*

Air Force Instruction 31-501, *Personnel Security Management Program*

Air Force Instruction 36-507, *Mobilization Of The Civilian Work Force*

Air Force Instruction 36-2003, *Military Entrance Processing Station (MEPS)*

Air Force Instruction 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force*

Air Force Instruction 36-2101, *Classifying Military Personnel (Officers and Airmen)*

Air Force Instruction 36-2115, *Assignments Within The Reserve Components*

Air Force Instruction 36-2502, *Airman Promotion Program*

Air Force Instruction 36-2503, *Administrative Demotion Of Airmen*

Air Force Instruction 36-2604, *Service Dates and Dates of Rank*

Air Force Instruction 36-2612, *United States Air Force Reserve Reenlistment And Retention Program*

Air Force Instruction 36-2908, *Family Care Plans*

Air Force Instruction 36-3205, *Applying for the Palace Chase and Palace Front Programs*

Air Force Instruction 37-132, *Air Force Privacy Act Program*

Air Force Instruction 40-502, *The Weight Management Program*

Air Force Instruction 41-101, *Obtaining Alternative Medical and Dental*

Air Force Instruction 48-123, *Medical Examination and Standards*

Air Force Instruction 65-104, *Government Travel Charge Card Program*

Air Force Manual 36-2105, *Officer Classification*

Air Force Manual 36-2108, *Airman Classification*

Air Force Manual 36-8001, *Reserve Personnel Participation and Training Procedures*

Air Force Manual 37-139, *Records Disposition Schedule*

Air Force Handout 41-114, *Military Health Services System (MHSS) Matrix*.

Air Force Reserve Command Instruction 10-301, *Reserve Forces Recruiting Resource Management*

Air Force Reserve Command Instruction 36-2002, *Recruiting Goal Development And Allocation And Accession Reporting Procedures For The Air Force Reserve*

Air Force Reserve Command Instruction 36-2201, *Developing, Managing, and Conducting Reserve Recruiter Training*

Air Force Reserve Instruction 36-2603, *Air Force Reserve Enlisted Incentives*

Air Force Reserve Command Instruction 36-2809, *Awards, Ceremonies And Honors, Air Force Reserve Command Recruiting Awards Program*

USMEPCOM Regulation 40-1, *Medical Processing and Examinations*

### ***Abbreviations and Acronyms***

**AAR**—Assignment Action Reason

**ACE**—American Council on Education

**ADSC**—Active Duty Service Commitment

**ADT**—Active Duty for Training

**AFOQT**—Air Force Officer Qualification Test

**AFQT**—Armed Forces Qualification Test

**AFRRCS**—Air Force Reserve Recruiting Squadron

**AFRRSP**—Air Force Ready Reserve Stipend Program

**AIPE**—Accredited Institutions of Postsecondary Education

**ARC**—Air Reserve Component

**ARPERCEN**—Army Reserve Personnel Center

**BAT**—Basic Attributes Test

**BSC**—Biomedical Sciences Corps

**CCMAPPEDDS**—Conscientious objector, Citizenship, Morals, Age, Prior Service, Physical condition, Education, Dependent status, Drugs, SSN

**CFETP**—Career Field Education and Training Plan

**CHSPE**—California High School Proficiency Examination

**CMO**—Chief Medical Officer

**DAT**—Drug and Alcohol Test

**DC**—Dental Corps

**DIS**—Defense Investigative Service

**DMDC**—Defense Manpower Data Center

**EDCSA**—Effective Date Change of Strength Accountability

**EPTS**—Existed Prior to Service

**FMEPR**—Failed To Meet Entrance Physical Requirements

**GSU**—Geographically Separated Unit

**HAF**—Headquarters Air Force

**HSG**—High School Graduate

**HYT**—High Year of Tenure

**IADT**—Initial Active Duty For Training

**IDT**—Inactive Duty Training

**IMA**—Individual Mobilization Augmentee

**IMAPM**—Individual Mobilization Augmentee Program Manager

**MAGE**—Mechanical, Administrative, General, Electronic

**MC**—Medical Corps

**MOS**—Military Occupational Specialty

**MPF**—Military Personnel Flight

**MSC**—Medical Services Corps

**MSO**—Military Service Obligation

**NC**—Nurse Corps

**NPRC**—National Personnel Records Center

**RMU**—Reserve Medical Unit

**SelRes**—Selected Reserve

**SURF**—Single Unit Retrieval Format

**TDRL**—Temporary Disability Retired List

**TFMS**—Total Federal Military Service

**UMD**—Unit Manpower Document

**UFT**—Undergraduate Flight Training

**UNT**—Undergraduate Navigator Training

**UPT**—Undergraduate Pilot Training

### *Terms*

**Air Force Officer Qualifying Test (AFOQT)**—A written test administered to applicants who are applying for certain commissioning programs. Test results are used for qualification and classification and it consists of five parts: Pilot, Navigator, Academic Aptitude, Verbal, and Quantitative.

**Air Force Ready Reserve Stipend Program (AFRRSP)**—A program in which selected health professionals may receive a monthly stipend while in training for agreeing to participate in the Air Force Reserve upon completion of training.

**Air Reserve Components (ARC)**—All units, organizations, and members of the Air National Guard of the United States and the Air Force Reserve. This item is not used to identify an Air Force component or organization. (Also known as the Air Reserve Forces).

**Air Reserve Personnel Center (ARPC)**—A MAJCOM direct reporting unit of HQ Air Force Reserve Command. Administers the personnel management and mobilization of individual Air Force reservists not assigned to units or on extended active duty. Maintains the master personnel records for all members of the Air Reserve Components who are not on extended active duty.

**Air Reserve Technician (ART)**—A civilian employee of the United States Air Force Reserve who provides permanent support to a USAFR unit and occupies a comparable Reserve unit manpower document (UMD) military position in the unit in which employed.

**Armed Services Vocational Aptitude Battery (ASVAB)**—A battery (or series) of 10 tests, administered to an enlisted program applicant. ASVAB results are used to qualify and classify applicants for enlistment and skill training. The ASVAB provides grades in five areas: Mechanical (M), Administrative (A), General (G), Electronic (E), and the Armed Forces Qualification Test (AFQT) score.

**Basic Attributes Test (BAT)**—A written test administered to applicants who are applying for rated officer training programs.

**Central Managers (formerly Single Managers)**— Central Managers are selected HQ ARPC Directorates and other agencies that have selection and hiring authority to manage their respective Individual Reserve Program. Central Managers include: Chaplain (HQ ARPC/HC), Judge Advocate (HQ ARPC/JA), Surgeon General (HQ ARPC/SG), AF Intelligence Agency (AIA), and AF Office of Special Investigations (AFOSI). For accession purposes, Central Managers grant AFR recruiters the authority to access IMA applicants into the Central Manager's program (if otherwise qualified).

### **Civil or Criminal Terms:—**

- **Conviction or Adverse Adjudication**--For the purpose of determining accession eligibility, concern is with the conviction or final adjudication and not the actual charge.
- **Conviction**--A conviction is the act of finding a person guilty of a crime, offense, or other violation of the law by a court, judge, or other authorized adjudication authority (this includes forfeiture of bond in lieu of trial).
- **Adverse Adjudication**--An adverse adjudication (adult or juvenile) is any finding, decision, sentence, or judgment Other than dropped, dismissed, pardoned, or acquitted with no conditions or restraint attached. If the adjudication authority places a condition or restraint leading to dismissal,

dropped charges, or takes any other action indicating the authority believes the person to be guilty of the offense, then the adjudication is adverse. Suspension of sentence, pardon, or dismissal after compliance with court-imposed conditions does not alleviate the conviction or adverse adjudication.

- **Documented Offenses**--Offenses that are a matter of official record with entities such as police agencies, criminal courts, probation offices, and the National Crime Information Center (NCIC). YO adjudications and sealed or expunged records are also a matter of official record and considered documented offenses, even though subsequent police, court, and probation office record checks may come back labeled "no record," "YO," "sealed record," or "expunged."
- **Disposition**--Final disposition for a given charge should reflect the date and specific charge against the person and exact sentence, fine, decision, or adjudication of the court, judge, or other authorized adjudication authority. "No Record" is not a disposition. If disposition is unavailable to the recruiter through normal procedures, the burden of proof falls on the applicant.
- **Administrative Punishment**--Actions typically imposed in the military by a commander or supervisor in a face-to-face setting with a member in his or her chain of command for minor infractions of rules, procedures, or other directives. They include oral and written counseling, admonitions, reprimands, and the like. They may or may not lead to the establishment of an Unfavorable Information File (UIF), usually based upon a separate decision of the commander or supervisor.
- **Nonjudicial Military Justice Action**--A term used to exclusively refer to a nonjudicial ("not in a court-martial") punishment action under Article 15 of the Uniform Code of Military Justice (UCMJ) for an alleged, criminal offense under the UCMJ. It is often called "an Article 15" (in the Navy, called a "Captain's Mast"). Only a commander may impose punishment under Article 15 and then only after advising the alleged offender of specific rights, including the right to consult a lawyer and the right to decline punishment under Article 15 and demand a trial by court-martial. An acceptance of Article 15 processing by the alleged offender is not necessarily an admission of guilt (though the offender's response may admit the offense.) Acceptance by the alleged offender of Article 15 processing and/or the imposition of punishment by the commander does not constitute a "criminal conviction." Imposition of nonjudicial punishment by the commander indicates that the commander concluded the member committed the offense.
- **Judicial Military Justice Action**--Exclusively refers to trial by court-martial (that is, a "summary court-martial", "special court-martial", or "general court-martial"). Like Article 15 processing, courts-martial may only be convened to consider guilt or innocence of alleged criminal offenses. Most (but not all) convictions at a trial by court-martial constitute a "criminal conviction."
- **Restraint**--Restraint means court imposed restrictions such as confinement, suspended sentence of confinement, parole, probation, or work details. In addition, restraint is any type of pretrial restriction imposed by the court or by agreement with authorities. (NOTE: The following are not considered forms of restraint: a) A fine, whether or not suspended; b) An unconditional suspended sentence not involving confinement; c) Unsupervised unconditional probation.)
- **Self-Admitted Offenses**--Offenses voluntarily disclosed by applicants revealing they were never actually caught, arrested, or otherwise exposed to formal civilian or military legal proceedings.
- **Unconditional Suspended Sentence and Unsupervised Unconditional Probation**--Any suspended sentence or probationary status imposed by a criminal or juvenile court that places no conditions upon the individual: a) Regarding freedom of movement; b) Requiring the payment of

damage (upon payment, the condition would not be disqualifying); c) Requiring periodic reporting by the applicant to an officer of the court (to include a probation officer).

**CCMAPPEDDS**—A recruiting acronym used as a tool which identifies essential areas of an applicant's background that must be reviewed by the recruiter to determine initial eligibility before processing for the AFR. This acronym is used to prescreen all AFR applicants prior to any processing. Each area may have a direct bearing on the applicant's initial qualification for application. These areas are: **C**onscientious **O**bjector, **C**itizenship, **M**orals, **A**ge, **P**rior service, **P**hysical condition, **E**ducation, **D**ependent status, **D**rugs and **SSN**, and (as it applies, e.g. HP recruiting, etc.) **S**ervice credit.

**Conscientious Objector**—An individual who has, or ever had, a firm, fixed, and sincere objection to participation in war in any form or to the performance of military service because of religious or moral beliefs.

**Drug or Alcohol Terms**—These terms are used for processing purposes:

- **Alcohol Abuse:** Alcohol use confirmed by competent medical authority that the individual is emotionally, mentally, or physically dependent on alcohol. NOTE: When not confirmed by medical authority, self-admitted alcohol use that leads to a person's misconduct or unacceptable behavior; to the impairment of work performance, physical or mental health, financial responsibility or personal relationships; must be reported during the medical examination for determination of alcohol abuse.
- **Drug Abuse:** The illegal, wrongful, or improper use of marijuana, any narcotic substance, hallucinogens, or any dangerous drug.
- **Experimental Use:** Using illegal drugs not more than once or twice for reasons of curiosity, peer pressure, or similar reasons. See [Chapter 4](#) for experimental use of marijuana guidance.
- **Illegal Drugs:** Any drug or narcotic that is habit forming or has a potential for abuse because of its stimulant, depressant, or hallucinogenic effect. Includes cocaine, crack, hallucinogens, (to include lysergic acid diethylamide (LSD), phenenocyclidine (PCP), tetrahydrocannabinol (THC) in non-marijuana form, and others) opium, morphine, heroin, dilaudid, codeine, Demerol, inhalants (paint, glue, and others), amphetamines (speed), methamphetamines (ice), barbiturates (downers), and anabolic steroids.
- **Marijuana:** The intoxicating products of the hemp plant, to include hashish and all natural derivatives of cannabis sativa.
- **Supplier, Distributor Or Trafficker:** One who illegally, wrongfully, or improperly delivers any of the drugs defined above to the possession of another. This includes the actual, constructive, or attempted transfer of an item, whether or not an agency relationship exists. This also includes the cultivation or manufacture of any drug described above.

**Educational Credentials**—The educational tiers, terms, and definitions listed below are used for processing purposes:

- **Tier One—High School Graduate (HSG) or Higher.** An applicant who has attended and completed a 12-year or 12th grade program of classroom instruction and has a locally issued diploma from the school. Applicants who are not formal HSGs but have proof of 15 or more semester hours (22 quarter hours) of credit from a regionally accredited college or university listed in the current edition of the educational directory are considered to be HSGs or higher for enlistment purposes and coding. An applicant who earned a diploma on the basis of attending and completing an adult education diploma program is

considered a HSG.

**- Tier Two—Alternate Credential Holder:**

An applicant who possesses a General Education Development (GED) or other test-based high school equivalency certificate or diploma (including the CHSPE). A person who subsequently obtains a local or state issued diploma solely on the basis of such equivalency testing is not considered a HSG.

An applicant who possesses an attendance-based certificate or diploma (certificate of competency or completion) from other than a traditional high school, which is issued on course completion as opposed to equivalency testing.

An applicant who completed at least 11 years of regular day school and attended, in residence, a vocational (technical) or proprietary school for at least 6 months and possesses a certificate of attendance or completion indicating such. (Does not include correspondence courses offering vocational certificates.)

**- Tier Three—Non-HSG.** An applicant who holds none of the credentials in paragraphs above.

**- Associate Degree.**—A certificate conferred upon completion of a 2-year program at a junior college, university, or technical institute.

**- Completion of One Semester.**—The status of an individual who is a non-high school credential holder, who attended at least 15 semester hours or 22 quarter hours of college level credit. (Credit earned through testing for pursuit of adult education or for high school equivalency preparation is not applicable.) For military enlistment processing purposes, an individual with this status is considered a HSG.

**- Correspondence School Diploma.**—A secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or postsecondary educational institution. This is considered an alternate high school credential.

**- High School Certificate of Attendance.**—An attendance-based high school certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. (A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma.) This is considered an alternate high school credential.

**- High School Diploma.**—A diploma issued to an individual who has attended and completed a traditional 12-year (or grade) day program of classroom instruction. The diploma must be issued from the school where the individual completed all the program requirements. Individuals who will complete high school graduation requirements early (mid-term graduates) must present a signed letter on high school stationery from a school official (principal, vice-principal, counselor, or registrar) stating the date the applicant will complete all graduation requirements.

**- High School Senior.**—Status of an individual who is currently attending high school (or has completed the junior year and is scheduled to attend the senior year) and will graduate at the end of the current school year. High school seniors are considered HSG for processing purposes but graduation must be confirmed prior to enlistment. **NOTE:** For enlistment eligibility purposes, non-HSGs or alternate credential holders who are currently enrolled in a college or university listed in the current education directory may be processed for enlistment in the same manner as a high school senior provided the following criteria are met:

Must be currently enrolled in the school.

Must provide evidence from that college or university that they will have at least 15 semester hours or 22 quarter hours of credit by a specified date.

Must provide an official transcript prior to enlistment.

- **Home Study Diploma.** A secondary school diploma or notarized letter with a list of completed coursework issued by the parent or home school official. This is considered a high school graduate.
- **Occupational Program Certificate.** A certificate or diploma awarded for attending a non-correspondence vocational (technical) or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential.
- **Test-Based Equivalency.** A diploma or certificate of GED or other test-based high school equivalency diploma. This includes statewide testing programs, such as the CHSPE, whereby examinees may earn a certificate of competency or proficiency. (A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential.)

**Family Member (formerly Dependent)**—For processing and enlistment purposes, a family member is defined as:

- An unmarried child under 18 years of age who has not been emancipated.
- A natural, legitimate child.
- Stepchild(ren), child or children from a spouse's former marriage, who reside with the applicant.
- Illegitimate child(ren).
- Adopted child(ren).
- A parent, spouse, or any other person related by blood or marriage who depends on the applicant for over half of his or her support, is incapable of self-care, and presently resides and will continue to reside with the applicant.

**NOTE:** A family member, legally given up for permanent adoption, or legally emancipated is no longer categorized as a family member.

**Key or Emergency-Essential Employee**—Civilian employee of a federal, state, or local government agency or defense supporting industry who is in a key position and is designated to perform emergency-essential duties during an emergency. Key employee status is determined by the employer (AFI 36-507, *Mobilization Of The Civilian Work Force*).

**Loan Repayment Program**—A program in which selected health professionals may qualify for repayment of a portion of specified federally guaranteed loans for satisfactory participation in the Air Force Reserve.

**MPF Controlled Accessions**—An AFR accession in which an Air Force Reserve recruiter performs the pre-accession processing of an applicant and subsequently turns the applicant over to the MPF (or SPA) for the actual enlistment or appointment oath. Because the MPF must be ready to administer the oath of enlistment/appointment to the applicant and perform post-accession processing, they control the timing of the actual enlistment/appointment. Although NPS enlistments are not MPF Controlled Accessions, MPFs are responsible for signing the AF Form 40A authorizing the IADT. The MPF or recruiter may certify



that the training was actually performed, on the AF Form 40A.

**Official Transcripts**—An educational transcript issued by a school, college or agency authorized by a state or jurisdiction to issue such documents. To be considered an official transcript for recruiting purposes, the transcript must indicate the type of degree, date degree awarded, degree major (if applicable) and bear the raised, pressed or multicolored seal of the school, college or agency. Provided it otherwise meets the definition of an official transcript, an "Issued to Student" transcript may be used for enlistment but not for appointment.

**PALACE CHASE**—The PALACE CHASE program allows eligible officers and enlisted personnel on active duty to waive their remaining active duty service commitment (ADSC) or term of enlistment (TOE) in exchange for an extended commitment to participate in the SelRes or Participating Individual Ready Reserve (PIRR). Guidance for this program is contained in AFI 36-3205.

**PALACE FRONT**—The PALACE FRONT program allows eligible officers and enlisted personnel on active duty, to concurrently enlist or be assigned into the SelRes upon completion of their ADSC or at their DOS. Guidance for this program is contained in AFI 36-3205.

**Participating Individual Ready Reserve (PIRR)**—That portion of the Ready Reserve not assigned to the Selected Reserve. Consists of members assigned to points only non-pay programs (must accumulate 50 points per year for a satisfactory retirement/retention year).

**Production Test**—ASVAB and AFOQT tests scheduled for individual applicants by recruiters. The production ASVAB test is administered in authorized locations only, such as Mobile Examining Team (MET) sites, MEPS, or other locations approved by the MEPCOM sector commander.

**Propensity**—Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in, or will engage in homosexual acts.

**Ready Reinforcement Personnel Section (RRPS)**—A participating section of the AF IRR made up of line officers and enlisted members unable to find a vacancy in a pay category. Members must have an approved training attachment and earn a minimum of 35 non-paid points through non-paid Inactive Duty Training (IDT) and Extension Course Institute (ECI) courses. Participation is mandatory, and limited to a maximum of 3 years.

**Ready Reserve**—The Ready Reserve consists of two major subdivisions, the Selected Reserve and the Individual Ready Reserve.

- **Selected Reserve (SelRes).**—The portion of the Ready Reserve consisting of units and individual reservists required to participate in inactive duty training (IDT) and annual training (AT). The Selected Reserve also includes reservists on Initial Active Duty For Training (IADT) or awaiting IADT.

- **Individual Ready Reserve (IRR).**—The IRR primarily consists of ready reservists not assigned to a unit or IMA position. The IRR is subdivided into four sections: the Obligated Reserve Section (ORS); the Ready Reinforcement Personnel Section (RRPS); the Nonobligated Nonparticipating Ready Reserve Section (NNRPS); mobilization filler resources in the Air Reserve Squadrons (ARS).

**Recruiter Controlled Accessions**—An accession in which an Air Force Reserve recruiter fully controls all aspects of the accession process. This control includes the timing, location and duration of pre-accession processing as well as the actual enlistment or appointment. When performing Recruiter Controlled Accessions, AFR recruiters must ensure additional forms (which are normally performed by

personnel technicians during MPF Controlled Accessions) are completed (for example, VASGLV 8286, **Servicemen's Group Life Insurance Election and Certificate**, DD Form 93 and (for enlistments only) the AF Form 40A). The gaining MPF is the authorizing official on the AF Form 40A. Following a Recruiter Controlled Accession of a NPS applicant, the recruiter is responsible to supervise the enlistee's initial 4-hour IDT period. The recruiter is also responsible for signing the AF Form 40A certifying that the training was actually performed.

**Residency**—Postmedical specialty training; does not include internship year.

**Satisfactory Service**—Satisfactory service includes both the service one performs as a member of a regular component or as a member of a guard or reserve unit, (50 or more points per year are required for a satisfactory "retention/retirement" year). IRR time is not considered satisfactory service time since it is non participate service.

**Selected Reserve Test Bonus Program**—A test program where selected health professionals who qualify for appointment and agree to serve for a specified period of time in designated critical specialties, may receive a money bonus.

**Student Testing Program**—This program allows students the opportunity to take the ASVAB. The student version of the ASVAB is administered on campus and is normally given to high school students, although it may be given at other schools. The student-testing program comes under the operational control of HQ USMEPCOM and is supported by the recruiting commands and services of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

**Uniformed Services**—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, Public Health Service, and Merchant Marines.

**United States Citizen**—A person owing loyalty to and entitled to the protection of the United States. United States citizenship falls in one of the following categories:

United States Citizen by Birth. Persons born in the United States, Puerto Rico, Guam, Virgin Islands, or North Mariana Islands.

United States Citizen by Derivation. Persons born abroad of U.S. parents whose birth has been registered with the Commissioner of Immigration and Naturalization Service, or a person whose parents has/have become U.S. citizens by naturalization.

United States Citizen by Naturalization. A person who has been conferred with U.S. citizenship from former alien status and who now owes permanent allegiance to the United States.

**U.S. National**—Any person born in an outlying possession of the United States and those born outside U.S. possessions to parents both of whom were nationals who previously had a residence in the U.S. or one of its possessions. Outlying possessions of the U.S. means American Samoa and Swains Island. These are the only two areas from which nationals emanate. A U.S. national is not required to hold lawful permanent residence status and will not be in possession of INS Form I-151 or I-551.

## Attachment 2

## NOTIFICATION PROCEDURES FOR HIV POSITIVE APPLICANTS

**A2.1. Responsibilities and Specific Guidance.** When an applicant tests positive for the Human Immunodeficiency Virus (HIV) several steps must be taken to notify him or her of the results.

**A2.1.1. Tests Taken at MEPS.** If the HIV test was conducted at a MEPS, the Chief Medical Officer (CMO) or acting CMO, notifies the person of positive results in the presence of the MEPS commander or acting commander.

A2.1.1.1. The CMO notifies the applicant and the local senior recruiter. The senior recruiter will notify the recruiting NAF Flight Commander.

A2.1.1.1.1. The CMO sends a registered letter advising the applicant a serious condition exists. This letter instructs the applicant to contact the recruiter for transportation to MEPS.

A2.1.1.1.2. The CMO sends a copy of the applicant's letter to the local senior recruiter. The MEPS commander also calls the senior recruiter to notify them a letter is coming and schedules an appointment for the applicant to return to the processing facility.

A2.1.1.2. On the appointment date, the recruiter must transport the applicant to MEPS.

A2.1.1.2.1. If the applicant is married and requests the spouse accompany him or her to the interview, the recruiter will provide transportation for the applicant and spouse.

A2.1.1.2.2. If the applicant is a minor and requests the parents or guardians accompany him or her to the interview, the recruiter will provide transportation for the applicant and parents or guardians.

A2.1.1.3. Recruiters are not to tell, or otherwise knowingly imply to the applicant or anyone else, that the applicant tested HIV positive.

A2.1.1.4. The MEPS commander and CMO will conduct a private interview with the applicant when he or she returns to MEPS.

A2.1.1.5. Recruiters will not participate, or otherwise be involved, in this interview.

A2.1.1.6. When the interview concludes the recruiter must transport the applicant, and any others who may have accompanied the applicant, back to their originating point.

**A2.1.2. Tests Taken at a Reserve Medical Unit (RMU).** If the HIV test was conducted at a unit hospital or clinic the RMU sends a letter to the local senior recruiter. This letter identifies the applicant and the positive HIV test results. It also advises the senior recruiter to call the medical ART at the RMU to schedule an appointment between the applicant and the RMU physician. This appointment should be scheduled as soon as possible, but no later than the next RMU UTA.

A2.1.2.1. The senior recruiter notifies the applicant's recruiter.

A2.1.2.2. The recruiter will make arrangements to take the applicant to the RMU for the scheduled appointment.

A2.1.2.3. On the appointment date, the recruiter must transport the applicant to the RMU.

A2.1.2.3.1. If the applicant is married and requests the spouse accompany him or her to the interview, the recruiter will provide transportation for the applicant and spouse.

A2.1.2.3.2. If the applicant is a minor and requests the parents or guardians accompany him or her to the interview, the recruiter will provide transportation for the applicant and parents or guardians.

A2.1.2.4. Recruiters are not to tell, or otherwise knowingly imply to the applicant or anyone else, that the applicant tested HIV positive.

A2.1.2.4.1. Recruiters will not participate, or otherwise be involved, in the actual interview between the medical personnel and applicant.

A2.1.2.5. At the conclusion of the interview, the recruiter will transport the applicant, and any others who may have accompanied him or her, back to their originating point.

## Attachment 3

## ADMINISTERING THE NATIONAL VOTER REGISTRATION ACT

**A3.1. Responsibilities and Specific Guidance.** Except where prohibited by law, the National Voter Registration Act (NVRA) requires recruiters to assist eligible citizens in applying for voter registration. Citizens applying for voter registration in Illinois and Mississippi need to be informed they are applying for registration for federal office only.

**A3.1.1. Recruiters will NOT:**

A3.1.1.1. Display any materials advocating one political party or one political candidate over another.

A3.1.1.2. Take any action to discourage eligible citizens or prospective enlistees from registering to vote.

A3.1.1.3. Seek to influence the political preference or party registration of an eligible citizen or prospective enlistee.

A3.1.1.4. Display any such political preference or party allegiance.

A3.1.1.5. Intimidate, threaten or coerce any person registering to vote, voting, or attempting to register or vote.

A3.1.1.6. Procure or submit voter registration applications known to be materially false, fictitious or fraudulent under the laws of the state in which the election is held.

A3.1.1.7. Submit a copy of a DD Form 2645, **Voter Registration Information**, with the DD Form 2644, **Voter Registration Application**, that is submitted to state officials.

**A3.1.2. Recruiters will:**

A3.1.2.1. Ensure that each location under their control that is "...engaged in the recruitment of persons for appointment or enlistment in ... the Armed Forces" has a copy of the *Registration Application Instructional Guide*.

A3.1.2.2. Maintain an adequate supply of the forms necessary to administer this program:

A3.1.2.2.1. DD Form 2644, **Voter Registration Application**.

A3.1.2.2.2. DD Form 2645, **Voter Registration Information**.

A3.1.2.2.3. Locally reproduce copies of Appendix D, Registration Application Summary from the *Registration Application Instructional Guide*.

A3.1.2.3. Ask applicants applying for the Air Force Reserve if they are registered to vote.

A3.1.2.3.1. If they are, annotate the tracking form.

A3.1.2.3.2. If they are not registered and choose to register, the recruiter will:

A3.1.2.3.2.1. Assist the applicant in completing the DD Form 2644 if the applicant asks for assistance.

A3.1.2.3.2.2. If they are not registered and choose not to apply to register to vote, the recruiter will annotate the tracking form and ask the individual to fill out the DD Form 2645 (see A3.1.2.12).

A3.1.2.4. Make all registration forms available to civilian nonapplicants who wish to apply for voter registration.

A3.1.2.4.1. Recruiters will provide assistance, if requested, in filling out the forms. They must also accommodate the citizen requesting assistance by providing materials and space needed to complete the form.

A3.1.2.4.2. Annotate NVRA assistance provided to nonapplicants on the tracking form.

A3.1.2.5. Transmit all completed registration applications within 5 days after acceptance to the appropriate state election official at the address found in chapter 2, item C, of the *Registration Application Instructional Guide*, unless state registration guidelines (shown in Appendix E) require an earlier submission. Ensure the transmittal envelope shows the return address of the recruiting office submitting the forms.

A3.1.2.6. Maintain statistical information and records on voter registration assistance in the format prescribed in the Guide and this attachment, using the Registration Application Summary.

A3.1.2.7. Provide statistical information relating to voter registration assistance to HQ AFRC/RSOO. The specific information required and the frequency of submission will be disseminated to each senior recruiter by HQ AFRC/RSOO.

A3.1.2.8. Ensure that entries on the DD Form 2644 and DD Form 2645 are typed or written in ink.

A3.1.2.9. Only use the original cardstock DD Form 2644 for applying for voter registration within an Armed Forces Recruiting Office. Any other form, including state forms, will NOT be used.

A3.1.2.10. Ensure that the *Registration Application Instructional Guide* is consulted for specific instructions on how to fill out the DD Form 2644. The shaded areas that appear on the sample DD Form 2644 for each state show areas that are NOT required to be completed. Advise anyone you assist NOT to enter information into these areas.

A3.1.2.11. Use the name (or personal information) of any person registering to vote, only for voter registration purposes.

A3.1.2.12. Attempt to have each individual they assist in registering to vote, fill out a DD Form 2645.

A3.1.2.12.1. If an individual is unwilling to fill out the DD Form 2645 and you know the individual's name:

A3.1.2.12.1.1. Make the appropriate entries in sections 1, 2 and 4.

A3.1.2.12.1.2. Mark "Refused to sign" and sign your name in section 3.

A3.1.2.12.2. If you do not know the individual's name, the form need not be completed.

A3.1.2.13. Maintain all completed DD Forms 2645 and Registration Application Summaries according to applicable Air Force instructions. (NOTE: Maintain these records for a minimum of

24 months or as shown in AFMAN 37-139, whichever is longer. Cite DoD Directive 1344.13, *Implementation of the National Voter Registration Act (NVRA)* paragraph E4d(5) and the *Registration Application Instructional Guide* as your authority to deviate from the requirements of AFMAN 37-139).

**Attachment 4****RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES**

**A4.1. Policy Background.** Military life is fundamentally different from civilian life. The military has its own laws, rules, customs and traditions, including numerous restrictions on personal behavior that would not be acceptable in civilian society. These are necessary because military units and personnel must maintain the high standards of morale, good order and discipline, and unit cohesion that are essential for combat effectiveness.

A4.1.1. The Armed Forces must be ready at all times for world-wide deployment. Military law and regulations, including the Uniform Code of Military Justice, apply to service members at all times, both on base or off base, from the time the member enters the Service until the member is discharged or otherwise separated from the Armed Forces.

**A4.2. Involuntary Separation.** Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations, such as:

A4.2.1. A member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense, or civilian conviction.

A4.2.2. A member who has been referred to a rehabilitation program for personal drug and alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in, or successfully complete such a program.

A4.2.3. A member may be discharged by reason of parenthood, if it is determined the member because of parental responsibilities, is unable to perform his or her duties satisfactorily or is unavailable for worldwide assignment or deployment.

A4.2.4. A member may be separated for violation of laws or regulations regarding sexual conduct of members of the Armed Forces, for example, engaging or attempting to engage in a homosexual act or soliciting another to engage in such an act, for stating that he or she is a homosexual or bisexual, or words to that effect, or for marrying or attempting to marry an individual of the same sex.

A4.2.5. A member may be separated for failure to meet service weight control standards.

A4.2.6. A member may be separated for harassment or violence against any service member.

**A4.3. Title 10 U.S.C. Section 654(b): (b) POLICY--**A member of the Armed Forces shall be separated from the Armed Forces under regulations prescribed by the Secretary of Defense if one or more of the following findings is made and approved in accordance with procedures set forth in such regulations:

(1) That the member has engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts unless there are further findings, made and approved in accordance with procedures set forth in such regulations, that the member has demonstrated that;

(A) Such conduct is a departure from the member's usual and customary behavior;

(B) Such conduct, under all the circumstances, is unlikely to recur;

(C) Such conduct was not accomplished by use of force, coercion, or intimidation;



(D) Under the particular circumstances of the case, the member's continued presence in the Armed Forces is consistent with the interests of the Armed Forces in proper discipline, good order, and morale; and,

(E) The member does not have a propensity or intent to engage in homosexual acts.

(2) That the member has stated that he or she is a homosexual or bisexual, or words to that effect, unless there is a further finding made, and approved in accordance with procedures set forth in the regulations, that the member has demonstrated that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts.

(3) That the member has married or attempted to marry a person known to be of the same biological sex.

**Attachment 5****APPLICANT BRIEFING ITEM ON SEPARATION POLICY**

**A5.1.** As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the U.S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for world-wide deployment. This fact carries with it the requirements for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

A5.1.1. You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, or disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

A5.1.2. Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

A5.1.3. You fail to meet the weight control standards.

**A5.2.** Although we have not and will not ask you whether you are a heterosexual, a homosexual, or a bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of service ends:

A5.2.1. Homosexual Acts: You engage in, attempt to engage in, or solicit another to engage in a homosexual act or acts. A "homosexual act" means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires. (For example, hand-holding or kissing, or other physical contact of a sexual nature).

A5.2.2. Homosexual Statements: You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual, or words to that effect. It also may include behavior that a reasonable person would believe was intended to convey the statement that you are a homosexual or bisexual.

A5.2.3. Homosexual Marriage: You marry or attempt to marry a person of your same sex.

**A5.3.** You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined.

**A5.4.** The Armed Services do not tolerate harassment or violence against any service member, for any reason.

**Attachment 6****AFR POLICY ON HOMOSEXUAL CONDUCT**

**A6.1. Accession Guidance Relating to Homosexual Conduct in the Air Force Reserve.** This attachment provides directives for recruiters relating to the AFR Policy on Homosexual Conduct.

A6.1.1. Congress has determined that the policy on homosexual conduct in the Armed Forces is based upon the following findings, which are codified at section 654(a) of Title 10, United States Code:

A6.1.1.1. Section 8 of Article I of the Constitution of the United States commits exclusively to the Congress the powers to raise and support armies, provide and maintain a Navy, and make rules for the government and regulation of the land and naval forces.

A6.1.1.2. There is no constitutional right to serve in the Armed Forces.

A6.1.1.3. Pursuant to the powers conferred by section 8 of Article I of the Constitution of the United States, it lies within the discretion of the Congress to establish qualifications for and conditions of service in the Armed Forces.

A6.1.1.4. The primary purpose of the Armed Forces is to prepare to prevail in combat should the need arise.

A6.1.1.5. The conduct of military operations requires members of the Armed Forces to make extraordinary sacrifices, including the ultimate sacrifice, in order to provide for the common defense.

A6.1.1.6. Success in combat requires military units that are characterized by high morale, good order and discipline, and unit cohesion.

A6.1.1.7. One of the most critical elements in combat capability is unit cohesion, that is, the bond of trust among individual service members that make the combat effectiveness of a military unit greater than the sum of the combat effectiveness of the individual unit members.

A6.1.1.8. Military life is fundamentally different from civilian life in that:

A6.1.1.8.1. The extraordinary responsibilities of the Armed Forces, the unique conditions of military service, and the critical role of unit cohesion, require that the military community, while subject to civilian control, exist as a specialized society.

A6.1.1.8.2. The military society is characterized by its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior that would not be acceptable in civilian society.

A6.1.1.9. The standards of conduct for members of the Armed Forces regulate a member's life for 24 hours each day beginning at the moment the member enters military status and not ending until that person is discharged or otherwise separated from the Armed Forces.

A6.1.1.10. Those standards of conduct, including the Uniform Code of Military Justice, apply to a member of the Armed Forces at all times that the member has a military status, whether the member is on base or off base, and whether the military member is on duty or off duty.

A6.1.1.11. The pervasive application of the standards of conduct is necessary because members of the Armed Forces must be ready at all times for worldwide deployment to a combat environment.

A6.1.1.12. The worldwide deployment of United States military forces, the international responsibilities of the United States, and the potential for involvement of the Armed Forces in actual combat routinely make it necessary for members of the Armed Forces involuntarily to accept living conditions and working conditions that are often Spartan, primitive, and characterized by forced intimacy with little or no privacy.

A6.1.1.13. The prohibition against homosexual conduct is a long-standing element of military law that continues to be necessary in the unique circumstances of military service.

A6.1.1.14. The Armed Forces must maintain personnel policies that exclude persons whose presence in the Armed Forces would create an unacceptable risk to the Armed Forces' high standards of morale, good order and discipline, and unit cohesion that are the essence of military capability.

A6.1.1.15. The presence in the Armed Forces of persons who demonstrate a propensity or intent to engage in homosexual acts would create an unacceptable risk to the high standards of morale, good order and discipline, and unit cohesion that are the essence of military capability.

A6.1.2. A person's sexual orientation is considered a personal and private matter, and is not a bar to service entry or continued service unless manifested by homosexual conduct in the manner described in paragraph [A6.1.3](#). Applicants for enlistment, appointment, or induction shall not be asked or required to reveal whether they are heterosexual, homosexual, or bisexual. Applicants also will not be asked or required to reveal whether they have engaged in homosexual conduct, unless independent evidence is received indicating that an applicant engaged in such conduct or unless the applicant volunteers a statement that he or she is a homosexual or bisexual, or words to that effect.

A6.1.3. Homosexual conduct is grounds for barring entry into the AFR, except as otherwise provided in this paragraph.

A6.1.3.1. An applicant shall be rejected for entry into the AFR if, in the course of the accession process, evidence is received (see notes in paragraph [A6.1.3.1.5](#).) demonstrating that the applicant engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts, unless there is further determination that:

A6.1.3.1.1. Such acts are a departure from the applicant's usual and customary behavior;

A6.1.3.1.2. Such acts, under all the circumstances, are unlikely to recur;

A6.1.3.1.3. Such acts were not accompanied by use of force, coercion, or intimidation; and,

A6.1.3.1.4. The applicant does not have a propensity or intent to engage in homosexual acts.

**A6.1.3.1.5. NOTES:**

A6.1.3.1.5.1. If the applicant is the source of the evidence received, the applicant will be notified by the recruiter that he or she is disqualified for military service under current policy and will be given 10 calendar days to present written evidence (such as statements) to demonstrate why he or she is not disqualified.

A6.1.3.1.5.2. If the evidence is received from a source other than the applicant, the decision-making authority must determine the credibility of the evidence. If the evidence is

determined to be credible, the decision making authority will notify the applicant in writing that he or she is disqualified for military service and the reason for the disqualification (for example, evidence of homosexual acts). The applicant will be given 10 calendar days to present written evidence (such as statements) to counter the credibility of the evidence received and/or to demonstrate why he or she is not disqualified. EXCEPTION--If information alleging homosexual conduct is conveyed to a recruiter in a way that suggests that the allegation was presented as a joke or prank, the recruiter shall contact the Senior Recruiter for a determination of the validity of the information. If the senior recruiter determines that the information was in fact a joke or prank and circumstances do not warrant forwarding the information, then make an entry on the Prospect Interview Record (PIR/HPPIR) describing the facts of the situation and continue processing the applicant.

A6.1.3.1.5.3. If the applicant presents written evidence, it will be forwarded through normal channels to the decision-making authority. The decision-making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.

A6.1.3.1.5.4. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

A6.1.3.2. An applicant shall be rejected for entry into the AFR if he or she makes a statement that he or she is a homosexual or bisexual or words to that effect, unless there is a further determination (see notes in paragraph [A6.1.3.2.1.](#)) that the applicant has demonstrated that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts.

**A6.1.3.2.1. NOTES:**

A6.1.3.2.1.1. The applicant has 10 calendar days to present written evidence (such as statements) to rebut the presumption (created by the statement that he or she is a homosexual or bisexual or words to that effect) that the applicant engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts.

A6.1.3.2.1.2. If the applicant presents written evidence, it will be forwarded through normal channels to the decision-making authority. The decision-making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.

A6.1.3.2.1.3. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

A6.1.3.3. An applicant shall be rejected for entry into the AFR if, in the course of the accession process, evidence is received (see notes in paragraph [A6.1.3.2.1.](#)) demonstrating that an applicant has married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the persons involved).

**A6.1.3.3.1. NOTES:**

A6.1.3.3.1.1. If the applicant is the source of the evidence received, the applicant will be notified by the recruiter that he or she is disqualified for military service under current policy and will be given 10 calendar days to present written evidence (such as statements) to demonstrate why he or she is not disqualified.

A6.1.3.3.1.2. If the evidence is received from a source other than the applicant, the decision-making authority must determine the credibility of the evidence. If the evidence is determined to be credible, the decision making authority will notify the applicant in writing that he or she is disqualified for military service and the reason for the disqualification (for example, homosexual marriage). The applicant will be given 10 calendar days to present written evidence (such as statements) to counter the credibility of the evidence received and/or to demonstrate why he or she is not disqualified. **EXCEPTION-** If information alleging a homosexual marriage or attempted marriage is conveyed to a recruiter in a way that suggests that the information was presented as a joke or prank, the recruiter shall contact the senior recruiter for a determination of the validity of the information. If the senior recruiter determines that the information was in fact a joke or prank and circumstances do not warrant forwarding the information, then make an entry on the PIR/HPPIR describing the facts of the situation and continue processing the applicant.

A6.1.3.3.1.3. If the applicant presents written evidence, it will be forwarded through normal channels to the decision-making authority. The decision-making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.

A6.1.3.3.1.4. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

A6.1.4. Prior to the oath of enlistment, applicants will be informed of separation policy (10 U.S.C. 654(b), see attachment 5). Failure to receive such information shall not constitute a defense in any administrative or disciplinary proceeding.

A6.1.5. Nothing in these procedures requires rejection for entry into the AFR when the decision-making authority determines:

A6.1.5.1. That an applicant or inductee made a statement, engaged in acts, or married or attempted to marry a person of the same sex for the purpose of avoiding military service, and

A6.1.5.2. Rejection of the applicant or inductee would not be in the best interest of the AFR.

**A6.2. Processing Guidance.** All recruiters must brief their applicants on the contents of the "Applicant Briefing Item on Separation Policy" ([Attachment 5](#)) prior to any processing.

A6.2.1. Recruiters must add the "Applicant Briefing Item on Separation Policy" as an annex to the AF Form 24, **Application for Appointment as Reserves of the Air Force or USAF Without Component** on all applicants being appointed as AFR officers. Type the following statement in block 30 of the AF Form 24. "I have been briefed on the contents of annex one, the Applicant Briefing Item on Separation Policy." Provide a typed copy of the "Restrictions on Personal Conduct In The Armed Forces" sheet ([Attachment 4](#)) to each applicant for appointment prior to the commissioning oath. For further guidance on homosexual conduct as it relates to the appointment of AFR officers see AFI 36-2005, *Appointment In commissioned Grades And Designation and Assignment In Professional Categories – Reserve Of The Air Force And United States Air Force*.

A6.2.2. Recruiters who receive information about an applicant, which in any way may be covered by this policy, must immediately contact their senior recruiter. The senior recruiter will contact HQ AFRC/RSOO immediately for instructions on how to properly proceed in this situation. Due to the sensitive nature of this topic, senior recruiters must take steps to limit access to the details of an actual

homosexual conduct allegation/disqualification to only those individuals having a direct need to be involved.

## Attachment 7

**AFR ACCESSION SCREENING POLICY FOR GOVERNMENT TRAVEL CHARGE CARD MISUSE AND DELINQUENCY**

**A7.1. Implementation.** The AFRC Vice Commander directed implementation of an accession screening policy to identify an applicant's history of misuse or delinquency of the government travel charge card. This screening policy applies to all categories of AFRC recruiter accessions. The AFI 65-104, *Government Travel Charge Card Program*, provides additional reference and guidance. The AFR recruiting government travel charge card screening process is mandatory for the AFR recruiting interview process.

A7.1.1. An applicant with a history of misuse or delinquency of the government travel charge card is not automatically disqualified for entry to the AFR, if otherwise qualified. No waiver is required. The gaining CAT A wing commander, Individual Mobilization Augmentee Program Manager (IMAPM), or their designated official will review and make the determination to accept the applicant. Non-acceptance does not disqualify, nor prevent the applicant from requesting affiliation with any other AFR position.

A7.1.2. The AF Form 1288, **Request for Reserve Assignment**, will be used for AFR recruiter accessions, to include Palace Front, Palace Chase, appointments (from any branch or component of service), and ANG or AFR IRR assignments to any SelRes position. The DD Form 1966, **Record of Military Processing – Armed Forces of the United States**, will be used for enlistment of applicants whose accession into the AFR does not require an AF Form 1288. Annotate the following statements in the remarks section of the AF Form 1288 or DD Form 1966, as applicable:

A7.1.2.1. "I certify I have/have not misused any government travel charge card (used for other than official government travel), or been seriously delinquent (payments not received by card issuer within 60 days from the billing date). I understand if I make a fraudulent statement, I am subject to immediate discharge action."

A7.1.2.2. The applicant will circle the appropriate "have/have not" area of the statement and initial above the circled response.

A7.1.2.2.1. A "have not" response requires no further action. Continue processing the applicant if otherwise qualified.

A7.1.2.2.2. A "have" response requires the applicant to provide a written statement detailing the specific misuse or delinquency. Attach the applicant's statement to the AF Form 1288 or DD Form 1966 and forward it to the gaining wing commander or IMAPM, as applicable.

A7.1.2.3. The gaining wing commander or IMAPM will make a determination to accept the applicant based upon the applicant's statement, or request a government travel charge card history from their servicing agency program coordinator (APC) for review and determination.

A7.1.2.4. The gaining wing commander or IMAPM will annotate acceptance or non-acceptance by endorsing the AF Form 1288 or DD Form 1966. Forms will be returned to the recruiter for appropriate action.



**Attachment 8****AFR ACCESSION SCREENING POLICY FOR UNFAVORABLE INFORMATION FILE (UIF).**

**A8.1. Inquiry for UIF.** Prior service applicants (or NPS with prior service time) will answer the following questions on DD Form 1966 for enlistments, or on AF Form 1288 for assignments to unit or IMA positions:

- (1) "I certify I have/have not had a UIF established (or similar derogatory information file which may include and Article 15, Captain's Mast or Court Martial action) within the last five years. I understand that if I make a fraudulent statement I am subject to immediate discharge action.
- (2) The applicant will circle (or "X" out) the appropriate "have/have not" area of the statement, and write his/her initials after the statement.
- (3) A "have not" response requires no further action. Continue processing if the applicant is otherwise qualified.
- (4) A "have" response requires the recruiter to complete the following actions:
  - (a) Obtain the appropriate derogatory information to determine eligibility for continued processing.
  - (b) Recruiters should be prepared to provide copies of the UIF documentation (or similar derogatory information contained in the applicant's military service records to the gaining CAT A Wing Commander or IMAPM if requested.
  - (c) Add the following for the gaining Wing Commanders' signature: "I am aware of this individuals' UIF (or similar derogatory information file) history". This statement must be signed and dated by the gaining CAT A Wing Commander or IMAPM.

**Attachment 9****AFR ACCESSION STANDARDS GUIDANCE FOR  
THE DOMESTIC VIOLENCE MISDEMEANOR AMENDMENT  
TO THE GUN CONTROL ACT FOR MILITARY PERSONNEL**

**A9.1. Background.** Domestic violence plagues American society as a whole. The Department of Defense is committed to the prevention of domestic violence, and has taken a leadership role in that critical area. Through the Family Advocacy Program, the military provides a host of prevention, support, counseling and treatment programs for domestic violence. The Domestic Violence Misdemeanor Amendment to the Gun Control Act for Military Personnel further enhances the DoD's efforts to prevent domestic violence.

A9.1.1. The Assistant Secretary of Defense for Force Management Policy ASD/FMP issued DoD Interim Policy on 22 Oct 97 for implementation of the Domestic Violence Misdemeanor Amendment to the Gun Control Act (Lautenberg Amendment) for all military personnel. This amendment makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose a firearm to any person so convicted. The law pertains to anyone who has ever been convicted of a domestic violence misdemeanor.

**A9.2. The Policy Applies To.** Applicants with a misdemeanor domestic violence conviction, including convictions which occurred prior to or after 30 Sep 96 (passage of the law date). Use the following for accession purposes:

A9.2.1. All active duty, guard or reserve member (active or inactive with status) applicants.

A9.2.2. All prior service, non-prior service, civilians employee and contractor applicants.

**A9.3. The Policy Does Not Apply To.** Use the following for accession purposes:

A9.3.1. Major military weapons systems or "crew served" military weapons and ammunitions such as tanks, missiles, aircraft, etc.

**A9.4. Policy Exceptions.** Use the following for accession purposes:

A9.4.1. No exceptions or waivers are authorized for non-prior service, initial enlistment, direct commission, or entry into a program leading to commission except as follows:

A9.4.1.1. Active duty, guard, reserve member (active or inactive with status) or prior service applicants who received a summary court-martial conviction or imposition of nonjudicial punishment (Article 15, UCMJ) conviction of a misdemeanor crime of domestic violence are exempt from this policy, and are eligible for affiliation to the AFR.

A9.4.1.2. Non-prior service civilian (to include civilian employee and contractor) applicants who have a conviction of a misdemeanor crime of domestic violence, with deferred prosecutions (or similar alternative dispositions) in a civilian court are eligible for affiliation to the AFR.

A9.4.1.3. Individuals who have had the misdemeanor conviction expunged, set aside, pardoned or the person has had his or her civil rights restored, unless the terms of the expungement, pardon

or restoration of civil rights expressly prohibits the individual from possessing firearms or ammunition.

**A9.5. Explanation of Terms for Domestic Violence.** Use the following definitions for accession purposes:

A9.5.1. **Expungements and Pardons:** The process for seeking expungements and pardons depends on the jurisdiction that rendered the conviction. If a civilian court issued the conviction, state law would address who has the authority to grant an expungement or pardon. Recruiting will not be involved. In the military justice system, there is no procedure for expunging court-martial records. Convicted service members may seek to have these convictions entirely set aside through legal appeals. The President of the United States has authority to grant pardons for court-martial convictions.

A9.5.2. **Elements of Conviction for Domestic Violence:** All of the following elements are necessary to constitute qualifying convictions for the purpose of the firearms restriction in the Gun Control Act for Military Personnel:

A9.5.2.1. The person was convicted of a misdemeanor crime (including convictions by special or general courts-martial).

A9.5.2.2. The offense had as an element the use or attempted use of physical force, or threatened use of a deadly weapon.

A9.5.2.3. The convicted offender was at the time of the offense: A current or former spouse, parent or guardian of the victim; a person with whom the victim shared a child in common; a person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian or a person who was similarly situated to a spouse, parent or guardian of the victim.

A9.5.2.4. The convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel.

A9.5.2.5. If entitled to have the case tried by jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury.

A9.5.2.6. The conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless a condition of the pardon, expungement or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.

**A9.6. Questionable Accession Policy Issues.** In all questionable cases relating to this accession standards policy, contact HQ AFRC/RSOO for guidance.

**Attachment 10****GUIDE FOR MEDICAL SCREENING OF APPLICANTS**

**A10.1. Purpose of Screening.** This guide is designed to help you screen out those applicants who may or will be unfit for service in the AFR SelRes. By screening your applicants for medical problems, you should be able to sort out many of the applicants who will be disqualified. Proper and thorough pre-screening may save you a significant amount of time. Refer to **Chapter 4** for basic physical eligibility standards and additional processing guidance.

A10.1.1. If an applicant reveals a medical condition listed in section A and is projected to take a MEPS physical:

A10.1.1.1. Send the medical records for evaluation by the MEPS medical officer prior to scheduling the physical, or

A10.1.1.2. Use the MEPS "DIAL-A-MEDIC" program to discuss the case with a senior medical technician or medical officer.

A10.1.2. If an applicant reveals a medical condition listed in Section A and is using an existing physical or other valid medical document, or is taking a physical examination at a facility other than MEPS, then the applicant's medical records must be reviewed by the Reserve Medical Unit (RMU) at the location nearest to you. If the medical ART is unavailable, or your location does not have one assigned, contact HQ AFRC/RSOO, they will coordinate your request with HQ AFRC/SG.

**A10.2. Basic Processing Guidance.** Recruiting personnel will not retain applicant medical information. Additionally, recruiting personnel will not disqualify an applicant for medical unfitness unless there is an obvious physical defect known to be a permanent disqualifying factor, such as a missing limb, RK, PRK, etc. Only authorized medical personnel at either MEPS or the RMU may qualify or disqualify applicants medically for military service.

*Section A--MEPS and Reserve Medical Unit Entry Physical Examinations*

**A10.3. Required Medical Reports:**

A10.3.1. The following conditions require medical reports (documentation from the physician, hospital, etc.):

A10.3.1.1. Almost any surgery other than an uncomplicated appendectomy or hernia repair, or ligation of tubes, male or female.

A10.3.1.2. Absolutely any surgery of the brain, back, spinal cord, chest, upper abdomen, pelvis, and joints. A tissue report is required in the case of most biopsies (skin, breast, etc.) of tumors and lumps.

A10.3.1.3. Any history of hospitalization other than the exceptions above even if it was only 1 or 2 days for tests.

A10.3.2. The following conditions (even though not treated in a hospital) require records:

A10.3.2.1. Asthma at *any age*.

A10.3.2.2. Skin diseases other than mild acne and athletes foot.

A10.3.2.3. Allergies if more than mild.

A10.3.2.4. Back sprains.

A10.3.2.5. Severe joint sprains.

A10.3.2.6. Heart conditions.

A10.3.2.7. Hepatitis, mononucleosis.

A10.3.3. The most useful medical records are the hospital records. Generally, they are the most easily obtained, of better quality, and are maintained for a longer time. Generally, the information needed is:

A10.3.3.1. Admission/discharge summary.

A10.3.3.2. Surgeon's report.

A10.3.3.3. Pathologist's report.

A10.3.3.4. History and physical.

A10.3.3.5. X-ray and laboratory reports.

A10.3.3.6. Physician and/or nurse notes.

A10.3.4. The standard MEPS request form, if used appropriately, lists the required information. Most doctor's letters are inadequate. Be aware that all too many civilian doctors are unaware of current regulations, have no concept of what military training and duty is like, will be strongly biased in favor of the applicant.

**A10.4. Borderline Disqualification.** The MEPS medical officer normally gives the motivated applicant every chance to qualify despite a borderline or technical disqualification; however, there are many conditions where there is no way to authorize accession.

**A10.5. Scheduling Females for Examination.** Counsel each female applicant that wearing underwear (bra and panties) is mandatory when taking a physical. A pelvic and rectal examination is also required, so try to make sure the applicant is not scheduled during her menstrual period. A pap smear will not be required if the applicant obtains official lab results (dated within 12 months) from her physician and hand carries them to the RMU or MEPS for her physical.

**A10.6. Disqualifying Conditions.** The following disqualifying conditions may be encountered during medical prescreening of applicants for accession:

**A10.6.1. Abdomen and Digestive System:**

A10.6.1.1. Gallbladder removed and symptoms continue or special diet is required.

A10.6.1.2. Gallstones, current.

A10.6.1.3. Cirrhosis, regardless of degree or presence of symptoms.

A10.6.1.4. Fistula in anus (rectal fistula, unless it has been treated and recovery is complete).

A10.6.1.5. Hemorrhoids, if present and causing symptoms.

A10.6.1.6. Hepatitis within preceding 6 months or persistence of symptoms after 6 months, with objective evidence of impairment of liver function, and chronic hepatitis, including hepatitis B and C carriers.

A10.6.1.7. Hernia, if present or history of operation for hernia within the preceding 60 days. Small asymptomatic umbilical and hiatal hernias are not disqualifying. (Inguinal, umbilical, or hiatal—although considered as small asymptomatic umbilical or hiatal hernias, they may not be disqualifying for 60 days from surgery.

A10.6.1.8. Intestinal obstruction, if in the past 5 years, or if a condition is present which is likely to cause further problems.

A10.6.1.9. Colon, megacolon, diverticulitis, regional enteritis, or ulcerative colitis are DQ. Irritable colon (spastic colon) is DQ if more than moderate degree.

A10.6.1.10. Crohn's Disease.

A10.6.1.11. Pancreas, any acute or chronic disease.

A10.6.1.12. Rectum, stricture or prolapse (falling out).

A10.6.1.13. Resection (removal) of any portion of the digestive tract.

A10.6.1.14. Scars, which show bulging or herniation, prevent full activity, or cause pain.

A10.6.1.15. Splenectomy (removal of spleen), except for trauma and other rare conditions.

A10.6.1.16. Tumors.

A10.6.1.17. Ulcer, if there is history of clinical diagnosis, or if present on X-ray--past or present, or if there has been surgery for an ulcer.

A10.6.1.18. Any defect which precludes full activity and performance of military duty.

A10.6.1.19. Any abdominal surgery in proceeding 60 days.

#### **A10.6.2. Blood and Blood-Forming Tissue Diseases:**

A10.6.2.1. Anemia, almost all kinds. Any hereditary or acquired anemia that cannot be permanently corrected with therapy before appointment or induction.

A10.6.2.2. Bleeding and clotting disease. Any congenital or acquired state resulting in a tendency to bleed due to a platelet, coagulation, or vascular abnormality.

A10.6.2.3. Low white blood cell count.

A10.6.2.4. Leukemia.

A10.6.2.5. Enlarged spleen.

A10.6.2.6. Myeloproliferative Disease. Myeloproliferative or myelodysplastic disease, or history thereof.

A10.6.2.7. Immunodeficiency Diseases. Any congenital or acquired immunodeficiency state regardless of etiology.

#### **A10.6.3. Dental:**

A10.6.3.1. Diseases not easily corrected.

A10.6.3.2. Inability to eat ordinary diet.

A10.6.3.3. Orthodontic appliances (braces) are acceptable for enlistment but must be removed prior to beginning IADT.

**A10.6.4. Ears and Hearing:**

A10.6.4.1. Acute or chronic otitis media of any type.

A10.6.4.2. Smallness or closing of ear canal.

A10.6.4.3. Tumors of canal.

A10.6.4.4. Infection of canal (swimmers ear--if acute or chronically recurring).

A10.6.4.5. Loss of ear.

A10.6.4.6. Mastoiditis, if acute. Mastoidectomy; usually, not always.

A10.6.4.7. Menieres syndrome (dizziness, vertigo).

A10.6.4.8. Infections, acute or chronic, of middle ear, or residuals of infections.

A10.6.4.9. Perforated eardrums.

A10.6.4.10. Severe scarring of eardrums if associated with hearing loss of more than 30 dB average in the speech frequencies (500, 1000, and 2000 cycles per second).

A10.6.4.11. History of surgery involving the middle ear, excluding myringotomy.

A10.6.4.12. Most common DQ is noise damage.

A10.6.5. Endocrine and Metabolic Disorders. Almost all except simple Hypothyroidism (low thyroid), if it is under control medically, are disqualifying. If Hypothyroidism is symptomatic or uncontrolled by medication, it too is disqualifying.

**A10.6.6. Extremities (Orthopedic):**

A10.6.6.1. Limitation of motion of any joint (generally must be significant loss to be DQ; rarely seen).

A10.6.6.2. Amputation of:

A10.6.6.2.1. More than one-third of distal portion of thumb.

A10.6.6.2.2. Two joints of index, middle, or ring finger.

A10.6.6.2.3. One joint on two or more fingers.

A10.6.6.2.4. One or more small toes if it interferes with function.

A10.6.6.2.5. Big toe (usually).

A10.6.6.2.6. Hand, foot, arm, etc. (obviously).

A10.6.6.3. Joints:

A10.6.6.3.1. Arthritis of any kind if more than very mild (chondromalacia).

A10.6.6.3.2. Torn knee cartilage (evidenced by locking and swelling of knees) unless satisfactorily repaired surgically, 6 months has elapsed since operation, and rehabilitation is complete.

A10.6.6.3.3. Physical findings of an unstable deranged joint.

A10.6.6.3.4. History of anterior cruciate ligament knee or posterior cruciate ligament injury, even if repaired is disqualifying.

A10.6.6.3.5. Any knee ligament surgery.

A10.6.6.3.6. Any joint whose function is significantly impaired.

A10.6.6.4. Fractures:

A10.6.6.4.1. Of major bones in preceding 6 months.

A10.6.6.4.2. If not healed properly.

A10.6.6.4.3. Bone injury (without fracture) DQ for 6 weeks.

A10.6.6.4.4. Nearly all retained metal for repair of fracture is DQ.

A10.6.6.5. Muscles: Weakness, paralysis, contracture.

A10.6.6.6. Soft bones such as osteoporosis.

A10.6.6.7. Osteomyelitis (infection of bone) active or recurrent or any history of osteomyelitis of any of the long bones.

A10.6.6.8. Scars if extensive, deep, adherent, or painful, especially in areas subject to trauma from military equipment, boots, packs, etc.

A10.6.6.9. Plantar fasciitis, that is refractory to medical treatment or will impair function of the foot.

A10.6.6.10. Neuroma. Confirmed and refractory to medical treatment or will impair function of the foot.

A10.6.6.11. Chronic retropatellar knee pain syndrome with or without confirmatory aithroscopic evaluation.

A10.6.6.12. Ununited fractures, except for ulnar styloid process.

A10.6.6.13. Implants. Silastic or other devices implanted to correct orthopedic abnormalities.

#### **A10.6.7. Back, Spine and Sacroiliac Joints:**

A10.6.7.1. Weak or painful back requiring external support; that is, corset or brace. Recurrent sprains or strains requiring limitation of physical activity or frequent treatment.

A10.6.7.2. Spondylolisthesis.

A10.6.7.3. Recurrent back pain.

A10.6.7.4. Curvature of spine more than moderate.

A10.6.7.5. Congenital deformities.

A10.6.7.6. Infections.

A10.6.7.7. Symptomatic healed fractures.

A10.6.7.8. Ruptured disc (or operations for it).



**A10.6.8. Eyes.** There are many disqualifying factors, many of which are rarely seen. The common ones are:

A10.6.8.1. Blind in one eye.

A10.6.8.2. Absence of lens in an eye (aphakia) congenital or surgical, unilateral or bilateral, pseudophakia, or lens implant.

A10.6.8.3. Corneal scars (severe) or ulcers.

A10.6.8.4. Torn or diseased retina.

A10.6.8.5. Opacities of cornea or lens.

A10.6.8.6. Night blindness.

A10.6.8.7. Nystagmus (eye vibrations).

A10.6.8.8. Strabismus (crossed eyes) if of large degree, or surgery for in past 6 months.

A10.6.8.9. Double vision (diplopia).

A10.6.8.10. Refractive error more than + or -8.00 diopters (if applicant wears very thick glasses, suspect this).

A10.6.8.11. Vision requiring contact lens for correction.

A10.6.8.12. History or keratorefractive surgery (Radial Keratotomy or RK) accomplished to modify the refractive power of the cornea, or of lamellar and/or penetrating keratoplasty. Laser surgery to reconfigure the cornea (Photorefractive Keratoplasty or PRK) and Orthokeratology is also disqualifying.

A10.6.8.13. Glaucoma, primary or secondary, or pre-glaucoma as evidenced by intraocular pressure above 21 mmHg, or the secondary changes in the optic disc or visual field loss associated with glaucoma.

**A10.6.9. Genitourinary System (Males):**

A10.6.9.1. Undescended testicle (testicle removed surgically requires documentation).

A10.6.9.2. Absence of both testicles, or unexplained absence of a testicle.

A10.6.9.3. Urethritis, acute or chronic, other than gonorrhea.

A10.6.9.4. Hydrocele or Left Varicocele. If painful, or any right varicocele unless urological evaluation reveals no disease.

**A10.6.10. Genitourinary System (Females):**

A10.6.10.1. Infections (cervicitis, vaginitis, salpingitis (hot tubes) if acute or has tended to recur more than a few times.

A10.6.10.2. Irregular menstrual periods or no menstrual periods. Amenorrhea. Primary or secondary, if unexplained or otherwise disqualifying.

A10.6.10.3. Painful menstrual periods requiring more than a half-day loss of work/school/normal activities per month.

A10.6.10.4. Menopausal symptoms, if caused by surgery, 13-month waiting period. Plan on providing documentation of any pelvic surgery.

A10.6.10.5. Pelvic inflammatory disease (PID) (acute or chronic).

A10.6.10.6. Congenital absence of uterus.

A10.6.10.7. Vagina--Congenital abnormalities that interfere with physical activities. Condyloma accuminatum.

A10.6.10.8. Vulva-Condyloma accuminatum and dystrophic conditions.

#### **A10.6.11. Kidneys (Both Sexes):**

A10.6.11.1. Albuminuria (protein in urine). Often a sign of infection, either acute or chronic. May be normal. That is not a sign of disease, but is disqualifying nevertheless.

A10.6.11.2. Chronic cystitis (bladder infection); also, if acute or subject to repeated acute infections.

A10.6.11.3. Bed wetting (enuresis).

A10.6.11.4. Kidney disease (absence of one kidney).

A10.6.11.5. Kidney stones if:

A10.6.11.5.1. In past 12 months.

A10.6.11.5.2. More than twice.

A10.6.11.5.3. On both sides at any time.

A10.6.11.5.4. Present now.

#### **A10.6.12. Head and Neck:**

A10.6.12.1. Severe contusions or lacerations in preceding 3 months.

A10.6.12.2. Concussions more than very mild in preceding 3 months.

A10.6.12.3. Loss of portion of skull larger than 25 cent piece.

A10.6.12.4. Depressed fractures of skull.

A10.6.12.5. Unsightly deformities, scars, etc.

#### **A10.6.13. Heart and Vascular System:**

A10.6.13.1. In general, any heart disease is disqualifying especially if it causes any kind of symptoms. Plan on providing documentation about any kind of heart problem, rhythm irregularity, rheumatic fever, heart murmur or heart surgery. Healthy, trained individuals can have multifocal premature ventricular contractions (extra or early heart beats), or nonsustained ventricular tachycardia (short duration of rapid heart beats with no underlying heart conditions) with normal prognosis. This condition may or may not be disqualifying in very athletic individuals. Other cardiac conditions include; history of heart attack, angioplasty, or any heart condition requiring medication.

A10.6.13.2. Hypertensive Vascular Disease. Evidenced by three consecutive averaged diastolic blood pressure measurements greater than 90 mmHg or three consecutive averaged systolic pres-

tures greater than 140 mmHg. High blood pressure requiring medication or a history of treatment including dietary restriction is also disqualifying.

**A10.6.14. Lungs and Chest:**

- A10.6.14.1. Any acute disease of lungs, pneumonia, bronchitis, etc.
- A10.6.14.2. Removal of any portion of lungs.
- A10.6.14.3. Pneumothorax: If in past year due to trauma; if in past 3 years due to other causes.
- A10.6.14.4. Any chronic lung disease if more than mild.
- A10.6.14.5. Tuberculosis: If active within past 2 years, or if has been active two or more times.
- A10.6.14.6. Asthma: Including reactive or restrictive airway disease, exercise induced bronchospasm, or asthmatic bronchitis, reliably diagnosed at any age.
- A10.6.14.7. Any history of wheezing or inhalant medication use (probable asthma).
- A10.6.14.8. New growth of breast.
- A10.6.14.9. Removal of breast (in females).

**A10.6.15. Mouth:**

- A10.6.15.1. Perforation of hard palate.
- A10.6.15.2. Harelip, unless satisfactorily repaired.
- A10.6.15.3. Mutilations.

**A10.6.16. Nose:**

- A10.6.16.1. Chronic rhinitis (allergy).
- A10.6.16.2. Hay fever if not controllable.
- A10.6.16.3. Perforated nasal septum.
- A10.6.16.4. Sinusitis, acute, or chronic if more than mild.

**A10.6.17. Neurological Disorders:**

- A10.6.17.1. Embolism.
- A10.6.17.2. Degenerative and hereditodegenerative disorders.
- A10.6.17.3. Paralysis.
- A10.6.17.4. Multiple sclerosis.
- A10.6.17.5. Arteriosclerosis.
- A10.6.17.6. Muscular atrophies and dystrophies.
- A10.6.17.7. Congenital malformations.
- A10.6.17.8. Disturbances on consciousness, head injury resulting in unconsciousness/amnesia.
- A10.6.17.9. Organic personality disturbances.
- A10.6.17.10. Incoordination.

A10.6.17.11. Sensory disturbance.

A10.6.17.12. Intellectual deficit.

A10.6.17.13. Tremors.

A10.6.17.14. Paroxysmal convulsive disorders (epilepsy, seizures, fits, etc.) except fever fits before age 5.

A10.6.17.15. Partial complex seizure disorder.

A10.6.17.16. Temporal lobe disorder.

A10.6.17.17. Late post-traumatic epilepsy (occurring more than 1 week after injury) is unacceptable at any time.

A10.6.17.18. Brain hemorrhage any time in past.

A10.6.17.19. Recurrent headaches, of all types of sufficient severity or frequency as to interfere with normal function or a history of such headaches within 3 years.

A10.6.17.20. Severe head injury with associated abscess or meningitis is unacceptable for 5 years.

A10.6.17.21. Early post-traumatic seizures occurring within 1 week of injury but more than 30 minutes after injury are unacceptable for a period of 5 years.

A10.6.17.22. Sleep disorders. Narcolepsy, Cataplexy, Sleep Apnea Syndrome and similar states except that sleep paralysis is not disqualifying by itself. Sleep Apnea, which causes daytime hypersomnolence or snoring that interferes with the sleep of others, is disqualifying.

#### **A10.6.18. Psychiatric:**

A10.6.18.1. Any psychosis at any time (typically schizophrenia or manic-depressive psychosis).

A10.6.18.2. Positive Psychiatric History.

A10.6.18.2.1. Any hospitalization or treatment for medical psychiatric diagnosis.

A10.6.18.2.2. Treatment or counseling by mental health professional.

A10.6.18.2.3. Mental health related counseling (family or marital counseling, crisis intervention, etc.).

A10.6.18.2.4. Does NOT include non-mental health counseling (financial, career, spiritual, etc.)

A10.6.18.3. Psychoneurosis if:

A10.6.18.3.1. Requires hospitalization.

A10.6.18.3.2. Caused loss of more than a week's work/school/normal activities time.

A10.6.18.4. Personality disorders--manifested by:

A10.6.18.4.1. Sleepwalking, or eating disorders that are habitual or persistent, occurring beyond age 12.

A10.6.18.4.2. Stammering or stuttering of such a degree that the individual is normally unable to express him/herself clearly or to repeat commands.

A10.6.18.4.3. Repeated and frequent encounters with law enforcement agencies.

A10.6.18.4.4. Overt homosexuality.

A10.6.18.4.5. Chronic alcoholism.

A10.6.18.4.6. Drug addiction.

A10.6.18.5. Character and behavior disorders, manifested by:

A10.6.18.5.1. Immaturity.

A10.6.18.5.2. Instability.

A10.6.18.5.3. Personal inadequacy.

A10.6.18.5.4. Dependency.

A10.6.18.5.5. Repeated inability to maintain reasonable adjustment at school, work, or family.

A10.6.18.5.6. Chronic history of academic skills or perceptual defects secondary to organic or functional mental disorders that interfere with work or school after age 12. Current use of medication to improve or maintain academic skills (for example, methylphenidate hydrochloride) is disqualifying.

A10.6.18.5.7. Suicide or history of attempted suicide or other suicide behavior.

A10.6.18.6. Substance Misuse.

A10.6.18.6.1. Alcohol dependence or history of alcohol dependence. Drug dependence or history of drug dependence.

A10.6.18.6.2. Anabolic steroids. Requiring professional care within a 1 year period before examination, or if it is determined that the applicant has accepted their use as a pattern of behavior.

**A10.6.19. Skin.** As a general guideline, any condition which is chronic or tends to have a history of recurrent flare-ups requiring medical treatment or loss of productive time. Many of these conditions are a matter of degree of severity. Some of the more common, definitely disqualifying conditions are:

A10.6.19.1. Psoriasis, or history of.

A10.6.19.2. Eczema if chronic and resistant to treatment.

A10.6.19.3. Fungus infections if extensive and resistant to treatment (require proof of response to treatment before qualified).

A10.6.19.4. Lupus erythematosus.

A10.6.19.5. Any skin condition aggravated by sunlight, high humidity, extremes of heat or cold.

A10.6.19.6. Contact Dermatitis involving rubber or other materials used in any type of required protective equipment.

A10.6.19.7. Urticaria (hives) if chronic.

A10.6.19.8. Acne. Severe, or when extensive involvement of the neck, shoulders, chest or back would be aggravated by or interfere with the wearing of military equipment and not amenable to

treatment. Patients under treatment with isotretinoin (Accutane) are medically unacceptable until 8 weeks after completion of a course of therapy.

A10.6.19.9. Cysts, Pilonidal. If evidenced by the presence of a tumor mass or a discharging sinus. History of pilonidal cystectomy within 1 year before examination is disqualifying.

A10.6.19.10. Scars that are so extensive, deep, or adherent that they may interfere with wearing military clothing or equipment, exhibit a tendency to ulcerate, or interfere with function. Includes scars at skin graft donor or recipient sites if in an area susceptible to trauma.

**A10.6.20. Allergies:**

A10.6.20.1. Asthma, including reactive airway disease, exercise induced bronchospasm, or asthmatic bronchitis reliably diagnosed, at any age.

A10.6.20.2. Hay fever and skin allergies.

A10.6.20.3. Allergic Manifestations. A reliable history of life-threatening generalized reaction with anaphylaxis to stinging insects, or reliable history of moderate to severe reaction to common foods, spices, or food additives.

**A10.6.21. Tumors:**

A10.6.21.1. Any tumor or history of tumors, benign, of the:

A10.6.21.1.1. Auditory canal.

A10.6.21.1.2. Eye.

A10.6.21.1.3. Kidney, bladder, testicle, or penis; uterus, ovary, or breast.

A10.6.21.1.4. Brain, spinal cord or central nervous system.

A10.6.21.1.5. Anywhere, if large.

A10.6.21.1.6. Bone, if subject to trauma.

A10.6.21.1.7. Tongue, if interferes with function.

A10.6.21.1.8. Benign tumors of the peripheral nerves that interfere with function, have malignant potential, or interfere with military duty or the wearing of the uniform or military equipment.

A10.6.21.2. Any tumor anywhere, if malignant, at any time, even if removed and cured. EXCEPTION: Small, early, basal cell carcinoma of skin.

**A10.6.22. HIV Aids .** Tested positive for HIV AIDS-related complex.

**A10.6.23. Miscellaneous Conditions:**

A10.6.23.1. Cold urticaria and angioedema, hereditary angioedema.

A10.6.23.2. Malignant hypothermia

A10.6.23.3. Motion sickness. An authenticated history of frequent, incapacitating motion sickness after the 12th birthday.

A10.6.23.4. Organ transplant recipient.

A10.6.23.5. Residual of tropical fevers and various parasitic or protozoal infestations that, in the opinion of the medical examiner, prevent the satisfactory performance of military duty.

A10.6.23.6. Rheumatic fever during the previous 2 years, or any history of recurrent attacks; Sydenham's chorea at any age.

## Attachment 11

## DATE AND AGE COMPUTATIONS FOR PRIOR SERVICE (PS) ACCESSIONS

**A11.1. Basic Rules For Date Computations:**

A11.1.1. When converting months into days and days into months, consider each month as 30 days.

A11.1.2. When subtracting inclusive dates, add 1 day to the remainder. "Inclusive dates" means the first and last days count for credit.

A11.1.3. If a computed date is 30 February, record it as 1 March. If a computed service date is 29 February, record it as 29 February even if the year is not a leap year.

A11.1.4. In computing service between two dates, change the ending date to 30 if it is the last day of the month and it is other than 30. In a leap year, change 29 February to 30 February, but do not change 28 February. In other than a leap year, change 28 February to 30 February. The beginning date is never changed.

A11.1.5. When subtracting a date from a date, add 1 day back if the first and last day are counted. When subtracting time from a date, or adding time to a date, the computed date (answer) that you receive is correct without any additional adding of a day, that is, computing DOR, date entered DEP, etc.

***Computation Example:***

3	4	5	6	7	8	9
---	---	---	---	---	---	---

A11.1.5.1. If the first date that counted was the 4th and the last date was the 8th, simple subtraction would show  $8-4=4$ . But, if you count the actual days, to include the 4th and the 8th, you will find that this inclusive period covers 5 days. In doing the calculation  $8-4=4$ , you would have to add 1 day back to the result ( $8-4=4+1=5$ ).

A11.1.5.2. If source documents show that an individual spent 3 days in the DEP and entered active duty on the 8th, to determine the date the individual entered the DEP, subtract the date entered the DEP from the date entered active duty ( $8-3=5$ ). The 5th would be the date entered DEP (Count back 3 days but do not count the 8th, since it is the first day of active duty).



**A11.2. Age Computations:**

A11.2.1. This example shows how to compute current age, one of the initial steps in determining prior service eligibility. Subtract the current or converted date from the prospects date of birth.

***Computation Example:***

Current Date:	95 04 18
Converted Date: (see paragraph <a href="#">A11.2.3.</a> )	94 16 18
<i>Minus</i> Date of Birth:	<u>49 05 05</u>
<i>Equals</i> Current Age:	45 11 13

A11.2.2. The following example shows how to compute age for prior service eligibility by subtracting total active federal military service (TAFMS) and total satisfactory reserve service from current age (age at time of enlistment). Use the bottom entry from AF Form 526 or Statement of Service to acquire service time. These documents will reflect satisfactory service years. See [Attachment 1](#) for the definition of “satisfactory service.” NOTE: IRR nonparticipation does not count as satisfactory reserve service.

***Computation Example:***

	<b>Eligible</b>	<b>Ineligible</b>	<b>Ineligible</b>
Current Age	45 11 13	45 11 13	45 11 13
<i>Minus</i> TAFMS	<u>04 00 00</u>	<u>04 00 00</u>	<u>04 00 00</u>
<i>Equals</i> Adjusted Age	41 11 13	41 11 13	41 11 13
<i>Minus</i> Total Satisfactory Reserve Service	<u>02 00 00</u>	<u>01 00 00</u>	
<i>Equals</i> Final Adjusted Age	39 11 13	40 11 13	

A11.2.3. To perform subtractions, it may be necessary to convert 1 year to 12 months and 1 month to 30 days. That is, 2 years, 13 months, and 34 days converts to 3 years, 2 months, and 04 days.

A11.2.4. Satisfactory reserve service only accrues in 1 year increments. Months and days do not count for satisfactory service.

## Attachment 12

**FORMAT FOR CANCELLATION OF BASIC MILITARY  
TRAINING/TECHNICAL SCHOOL QUOTAS****A12.1. Sample Message Format:****HQ AFRC ROBINS AFB GA//DPTF//****INFO HQ AFRC/ROBINS AFB GA//RSOO//**

UNCLAS FOUO

SUBJ: BMT/TS CANCELLATION

REQUEST BMT/TS CANCELLATION BASED ON THE FOLLOWING INFORMATION:

- A. NAME, GRADE, AND SSN.
- B. UNIT OF ASSIGNMENT.
- C. DATE OF ENLISTMENT.
- D. RECRUITER'S NAME AND IDENTIFICATION CODE.
- E. QUOTA NUMBER AND DATE.
- F. AFSC.
- G. REASON FOR CANCELLATION/CHANGE OF TRAINING DATES.
- H. DISPOSITION OF INDIVIDUAL.

**A12.2. Sample AFRC E-Mail Format:**

To: Donna.Melton@afrc.af.mil  
Cc: Priscilla.Rich@afrc.af.mil  
[ADD cc: HERE TO YOUR MSSQ]  
Bcc:  
From: Roger.Buck@afrc.af.mil  
Subject: BMT/TS Cancellation  
Date: Monday, October 23, 1995 at 10:51 am EDT  
Attach:  
Certify: Y

---

For Official Use Only

Request BMT/TS cancellation based on the following information:

- A. Name, Grade, and SSN.
- B. Unit of Assignment.
- C. Date of Enlistment.
- D. Recruiter's Name and Identification Code.
- E. Quota Number and Date.
- F. AFSC.
- G. Reason For Cancellation/Change of Training Dates.
- H. Disposition of Individual.

## Attachment 13

**INSTRUCTIONS FOR OBTAINING PRIOR SERVICE  
RECORDS ON RECRUITING APPLICANTS**

**A13.1. Medical Records located at the Veterans Administration Records Management Center (VARMC).** VARMC maintains medical records on approximately 18 million veterans. They began receiving medical records of veterans beginning 1 May 94. Therefore, if your applicant's EDCSA is prior to that date, contact the appropriate Reserve Personnel Center.

**A13.2. Obtaining Medical Record Documentation from HQ AFRC/RSOOV.** Use the following procedure to obtain medical documents on your prior service applicants:

A13.2.1. Forward your fax transmittal sheet with the following information in the remarks/comments section to HQ AFRC/RSOOV at (314) 260-2865 or DSN 490-2865:

A13.2.1.1. The applicant's complete name, SSN and EDCSA (date transferred to the IRR), or date of discharge, if applicable.

A13.2.1.2. Ensure the recruiter's name, duty location, and **commercial** telephone/fax numbers are correct on the request.

A13.2.2. All requests must be in by 1000 for current day records pull. When the applicant's medical record is physically located at the VARMC you should receive the required medical documents within 3 working days.

A13.2.3. If your applicant has filed for a VA medical disability the medical record will be filed at a VA regional claims office nearest his/her residence. In those case RSOOV will request the medical documents via E-mail to the appropriate VA claims office. RSOOV will fax the medical documents upon receipt.

A13.2.4. If an applicant's medical record contains a history of medical problems, RSOOV will include those documents when processing your request.

A13.2.5. RSOOV provides a written weekly update on the status of your medical request. This document can be downloaded from the message forum of RBBS under "VA Medical/Personnel Information."

**A13.3. The National Personnel Record Center (NPRC).** NPRC maintains personnel records on approximately **80 million** discharged veterans. They are filed by service branch and arrival date. Therefore, if your applicant was discharged from five separate branches of service, there will be a separate record filed on each of the five floors of NPRC.

**A13.4. Obtaining Records from the National Personnel Record Center (NPRC).** Use the following procedure to obtain service records on your applicants:

A13.4.1. Send all SF180 requests for applicant records via fax to HQ AFRC/RSOOV at DSN 693-6561 or Commercial (314) 263-6561.

A13.4.2. Recruiters must ensure the form is properly completed and signed prior to faxing it to RSOOV. List exactly the documents that are needed in the remarks section of the SF180.

A13.4.3. HQ AFRC/RSOOV determines if the records are located at NPRC.

A13.4.3.1. Each service branch is optically scanning the personnel records of discharged veterans before shipping them to NPRC. They are currently backlogged between 1-2 years, therefore, if your applicant was recently discharged the personnel record will be at the HQ personnel center for that particular branch of service.

A13.4.3.2. RSOOV will verify where the record is and then notify you via the weekly status report found in the message forum of RBBS under "VA Medical/Personnel Information."

A13.4.4. When the applicant's Personnel/Medical record is physically located at NPRC you should receive the required personnel/medical documents within 10 working days. If the record is not located at this facility then the following will be accomplished:

A13.4.4.1. Air Force Record Request--RSOOV queries the HQ USAF APDS to find out if the member has a reserve commitment. If the member still holds reserve status, the recruiter is informed via RBBS to contact HQ ARPC for copies of the record.

A13.4.4.2. Army, ARNG and Army Reserve Record Request--RSOOV queries the Army Reserve Personnel Command's (AR-PERSCOM) Personnel Network (PERNET) system and to find out if there is either a paper or microfiche copy of the applicant's record available. If the record is at AR-PERSCOM, the liaison will request the record and make appropriate copies. If the record has not been shipped to AR-PERSCOM the recruiter is referred via RBBS to contact the separating unit or the State Adjutant Generals office.

A13.4.4.3. Navy, Marines or Coast Guard Record Request--If the member has a reserve commitment, the recruiter is informed via RBBS to contact the appropriate reserve personnel center. If the record has not been shipped to NPRC the recruiter is informed via RBBS to contact the appropriate personnel center.

## Attachment 14

**DELAYED ENLISTMENT PROGRAM (DEP)  
DISCHARGE CODES AND NARRATIVE REASONS**

**Table A14.1. Delayed Enlistment Program (DEP) Discharge Codes and Narrative Reasons.**

Narrative Reason For DEP Discharge	Code
Medical Disqualification - EPTS	ZAA
Medical Disqualification - Non-EPTS	ZAB
Pregnancy	ZAC
Death	ZAD
Moral Disqualification - EPTS	ZBA
Moral Disqualification - Non-EPTS	ZBB
Apathy/Personal Problem	ZBC
Refused to Enlist - Separation Action Initiated	ZBD
Did Not Report on Date Scheduled for Active Duty - Separation Action Initiated	ZBE
Concealment of Prior Service	ZBF
Family Member (Dependency) Disqualification	ZCA
Marriage	ZCB
Personal Hardship	ZCC
Failure to Graduate from High School	ZDA
Pursuit of Higher Education	ZDB
Religious Training or Appointment as an Ordained Minister	ZDC
Enlisted in Another Service	ZEA
Recruiting Error	ZEB
Enlistment Misunderstanding	ZEC
No Longer Qualified for Option and Declines Alternate Option	ZED
Temporarily Disqualified Through Loss of Original Option and Declines Alternative Option	ZEE
Other Reason	ZFA
Transfer to Individual Ready Reserve	ZKC
DAT Positive	ZZY
Exceeded Time in DEP (396+ days)	ZZZ

## Attachment 15

## REQUEST FOR WAIVER OF TECHNICAL SCHOOL

**A15.1. Sample Request.** The following sample shows how to prepare a request for waiver of a technical school.

MEMORANDUM FOR GAINING UNIT COMMANDER

(Date)

FROM: Applicant's Grade, Name and SSN

SUBJECT: Request for Waiver of Technical School

1. Request the mandatory technical training requirement be waived and that I be authorized (enlistment in/assignment to) your unit in the (specify AFSC, Job Title) career field at the 3-skill level.
2. My prior military service is as follows (if no prior military experience, so state):

U.S. Army	01 Jun 82--01 Sep 88	E-5	MOS: 47W Pavement Technician
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Pavement Fundamentals	6 weeks	Ft Meade MD
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Pavement Foreman Course	20 hours	Ft Sill OK
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3. My civilian experience is as follows (if no civilian experience, so state):

01 Jun 90--present	City of Americus GA	Road Crew Foreman
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01 Oct 88--15 May 90	Moody County Municipal	Pavement Worker
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Road and Grounds Maintenance

4. I have attended the following civilian training/education:

Tar Techniques	10 Semester Hours	Georgia Technical Institute
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5. Any additional information/justification pertinent to the request. If not applicable, do not add this paragraph.

*(Applicant's Signature)*

APPLICANT'S TYPED NAME

**Attachment 16****SAMPLE STATEMENT OF FINANCIAL RESPONSIBILITIES**

I \_\_\_\_\_ fully understand my family care

(Applicant's full name)

responsibilities as outlined in AFI 36-2908. I am also aware that my monthly income while on active duty will be approximately \$\_\_\_\_\_.

I certify that I have made appropriate financial arrangements to support my family during active duty training and also in the event I am recalled to active duty at a later date.

\_\_\_\_\_  
(Typed Name and Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name and Signature of Witness)

\_\_\_\_\_  
(Date)



## Attachment 17

**FINANCIAL HARDSHIP SEPARATION CHECKLIST**

**A17.1. Financial Hardships of Member.** Ultimately, the decision to approve or disapprove an application for financial hardship separation is a subjective one. However, to the extent possible, objective considerations should be used as an aid in the decision process. In this manner, each application may be more fairly evaluated in the interest of the applicant and the Air Force Reserve. The following checklist has been developed as an aid in preparing and evaluating applications based on a claim of financial hardship. Not all items will be applicable in every case. Likewise, there will be instances when information, although applicable and important, is not provided.

**A17.2. Income/Expense Statement.** Prepare an income/expense statement in a format such as the following:

**MONTHLY INCOME/EXPENSE STATEMENT****INCOME**

Pay (Including all pay and allowances) \_\_\_\_\_

Additional Income (Any source to include spouse's Income) \_\_\_\_\_

Total Income \_\_\_\_\_

**EXPENSES**

Rent/House Payment \_\_\_\_\_

Utilities (List individually) \_\_\_\_\_

Food \_\_\_\_\_

Clothing \_\_\_\_\_

Transportation Cost (Not payment on auto) \_\_\_\_\_

Other (Specify) \_\_\_\_\_

Total Expenses \_\_\_\_\_

DIFFERENCE BETWEEN INCOME AND EXPENSES \_\_\_\_\_

**A17.3. Installment Payment Statement.** Prepare an installment payment statement in a format such as the following:

**INSTALLMENT PAY STATEMENT**  
**(SAMPLE)**

<b>Name Or Creditor</b>	<b>Description of Purchase Item or Reason For Loan</b>	<b>Monthly Payment</b>	<b>Remaining Balance</b>
Joe's Used Cars, Toledo, Ohio	1985 Ford	\$250.85	\$4665.10
United Car Insurance Co., Toledo, Ohio	Car Insurance	32.50	105.30
C. J. Nickels	Revolving Acct.	67.50	1542.97
Total Installment Payments And Balance		350.00	6313.37

## Attachment 18

## WAIVER/DETERMINATION APPROVAL CODES

Table A18.1. Waiver/Determination Approval Codes.

Type/Narrative	Reference	Final Approval Authority	Code
<b>Morals</b>			
Category 1 Moral Offenses	Table 4.9., rule 1	<i>Waiver Not Authorized</i>	N/A
Category 2 Moral Offenses	Table 4.9., rule 2	HQ AFRC/RSOO	DFX
Category 3 Moral Offenses	Table 4.9., rule 3	HQ AFRC/RSOO	DDX
Category 4 Moral Offenses--1-2 Offenses	Table 4.9., rule 4	Senior Recruiter	DBX
Category 4 Moral Offenses--3+ Offenses	Table 4.9., rule 4	Senior Recruiter	DCX
Category 5 Moral Offenses	Table 4.9., rule 5	Senior Recruiter	DAX
<b>Drugs/Alcohol</b>			
Alcohol Abuse/Alcoholism	Table 4.21., rule 20	HQ AFRC/SG	XHH
Non-Military Drug Involvement (Marijuana)	Table 4.21., rule 4	HQ AFRC/RSOO	XGX
Non-Military Drug Involvement (Other Than Marijuana)	Table 4.21., rule 11	HQ AFRC/SG	XGH
Military Drug Involvement - RegAF and ARC Only (Marijuana)	Table 4.21., rule 4, 6, or 7, note 3	Wing/CC	DXX
<b>Miscellaneous</b>			
Alien Registration Status	Paragraph 4.3.1.	HQ USAF/REP	LPA
Classification (Unit Program)	Paragraphs 6.4.1.1. and 7.2.1.	HQ AFRC/DPMF *	XPB
Classification (IMA Program)	Paragraphs 6.4.1.1. and 7.2.1.	HQ ARPC/DPM *	XPX
Discharge From Reserve Component With Condition Which Is A Bar To Enlistment	Table 4.10., rule 7, 10, or 11	HQ AFRC/RSOO	EPX
Family Care Determination	Table 4.20., rule 2,4,6,9,11.	Wing/CC	BPX
Hardship (Financial)	Table 4.10., rule 6, note 3	HQ AFRC/RSOO	XPX
Hardship (Family Care)	Table 4.10., rule 6	HQ AFRC/RSOO	BPX
Medical Discharge (EPTS or FMEPR)	Table 4.16., rule 3	HQ AFRC/SGP or HQ ARPC/SG	GKX
Medical Disqualification (Includes Height Waiver)	Table 4.16., rule 1	HQ ARPC/SG	HKX

Type/Narrative	Reference	Final Approval Authority	Code
Military Image Eligibility Determination	Table 4.16., rule 4, note 2	HQ AFRC/RSOO *	XPX
NPS Status (Waive BMT)	Paragraph 6.3.	Wing/CC	XPX
Pay Grade (List requested grade)	Table 7.2., rule 5	HQ AFRC/RSOO	PPX
Prior Military Service (RE/SPD Code/Condition Barring Enlistment)	Table 4.10., rule 4 or 9	HQ AFRC/RSOO	EPX
Prior Service In Other Country's Armed Forces	Table 4.10., rule 1	HQ AFRC/RSOO	XPX
Prior Service/4+ Years Service w/Grade E-3 or Below	Table 4.10., rule 5	Wing/CC	PPX
Technical School	Paragraph 7.10.1.1.	HQ AFRC/DPTS *	XPX

In these cases, the authority shown is recruiting's point of contact. The actual final approval authority is:

**Classification Waiver (Unit Program)**--The appropriate Air Force Career Field Manager for the requested AFSC.

**Classification Waiver (IMA Program)**--The appropriate MAJCOM Functional Manager for the requested AFSC.

**Military Image Eligibility Determination**--In questionable cases only, HQ AFPC/DPSTS.

**Technical School Waiver**--The appropriate MAJCOM Functional Manager for the requested AFSC.